

# Canadian Electrical Stewardship Association Annual Report to the Director

## 2019

**Submitted to:** Director, Extended Producer Responsibility  
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June 26, 2020

## Table of Contents

|   |           |
|---|-----------|
| <b>1. EXECUTIVE SUMMARY .....</b>   | <b>3</b>  |
| <b>2. PROGRAM OUTLINE .....</b>   | <b>6</b>  |
| <b>3. PUBLIC EDUCATION MATERIALS &amp; STRATEGIES .....</b>                           | <b>7</b>  |
| <b>3.1 Program Awareness and General Marketing.....</b>                               | <b>8</b>  |
| <b>3.2 Website, Social Media and Digital Advertising .....</b>                        | <b>8</b>  |
| <b>3.3 Community Events and Ambassador Program .....</b>                              | <b>9</b>  |
| <b>3.3.1 Expanded Program Reach.....</b>  | <b>10</b> |
| <b>3.3.2 Media Coverage .....</b>   | <b>12</b> |
| <b>3.4 Stakeholder Relations .....</b>  | <b>12</b> |
| <b>3.5 Consumer Communications .....</b>  | <b>13</b> |
| <b>4. COLLECTION SYSTEM AND FACILITIES .....</b>                                      | <b>13</b> |
| <b>5. PRODUCT ENVIRONMENTAL IMPACT REDUCTION, REUSABILITY AND RECYCLABILITY .....</b> | <b>15</b> |
| <b>5.1 Reuse and Repair .....</b>   | <b>16</b> |
| <b>5.2 Recycle/Recover.....</b>   | <b>16</b> |
| <b>6. POLLUTION PREVENTION HIERARCHY AND PRODUCT / COMPONENT MANAGEMENT .....</b>     | <b>17</b> |
| <b>7. PRODUCT SOLD AND COLLECTED .....</b>  | <b>18</b> |
| <b>7.1 Product Reported Sold .....</b>  | <b>18</b> |
| <b>7.2 Product Collected .....</b>  | <b>18</b> |
| <b>7.2.1 Very Large Items.....</b>  | <b>18</b> |
| <b>7.2.2 Regular Items .....</b>  | <b>19</b> |
| <b>8. SUMMARY OF REVENUES AND EXPENDITURES .....</b>                                  | <b>20</b> |
| <b>9. PLAN PERFORMANCE.....</b>   | <b>22</b> |
| <b>9.1 Accessibility.....</b>   | <b>22</b> |
| <b>9.2 Waste Composition Audits.....</b>  | <b>22</b> |
| <b>9.3 Consumer Awareness.....</b>  | <b>23</b> |
| <b>APPENDIX A: PROGRAM PRODUCT CATEGORIES .....</b>                                   | <b>24</b> |
| <b>APPENDIX B: COLLECTION FACILITY NETWORK.....</b>                                   | <b>25</b> |
| <b>APPENDIX C: AUDITED FINANCIAL STATEMENTS .....</b>                                 | <b>32</b> |
| <b>APPENDIX D: INDEPENDENT ASSURANCE REPORT.....</b>                                  | <b>49</b> |

## 1. EXECUTIVE SUMMARY

The CESA Stewardship Plan includes portable electrical appliances powered by 120V, 12V, 60Hz input power or batteries. See Appendix A for a full list of product categories.

|                             |  |
|-----------------------------|--|
| <b>Products within plan</b> | <ul style="list-style-type: none"> <li>• Small appliances</li> <li>• Power tools</li> <li>• Sewing machines</li> <li>• Exercise, sports and leisure equipment</li> <li>• Arts, crafts and hobby devices</li> </ul> |
| <b>Program Website</b>      | <a href="http://www.electrorecycle.ca">www.electrorecycle.ca</a>   |

The following chart summarizes the annual reporting requirements as set out under Section 8 of the Regulation.

| Recycling Regulation Reference | Topic                            | Summary of 2019 Performance  |
|--------------------------------|----------------------------------|--|
| Part 2, Section 8(2)(a)        | Public Education and Strategies  | <ul style="list-style-type: none"> <li>• Traditional advertising was used for public education including television ads, digital and print campaigns, multi-lingual radio ads, as well as community-based social marketing, which included a year-round ambassador program</li> <li>• The ambassador team held 115 events in 52 communities, throughout 22 regional districts</li> <li>• The 2018 consumer awareness survey resulted in an 88% awareness level, an increase of 9% over 2016 survey results. The next survey is scheduled for 2020.</li> <li>• The Program further developed outreach initiatives to expand the Program’s reach into new and remote communities. Events were held in collaboration with First Nations communities, municipalities, retailers and other community partners throughout BC.</li> </ul> |
| Part 2, Section 8(2)(b)        | Collection System and Facilities | <ul style="list-style-type: none"> <li>• Two product streams are defined for collection:               <ul style="list-style-type: none"> <li>○ “very large” (treadmills, elliptical machines, stationary bikes, very large power tools); and</li> <li>○ “regular” (all other products included in the program)</li> </ul> </li> <li>• The collection network includes both advertised and non-advertised sites</li> <li>• As of December 31, 2019, the Program had 235 contracted collection sites, including 223 sites for regular products and 83 sites for very large</li> </ul>   |

| Recycling Regulation Reference | Topic   | Summary of 2019 Performance   |
|--------------------------------|---|---|
|                                |   | <p>products. Of the 235 contracted sites, 218 were advertised.</p> <ul style="list-style-type: none"> <li>In 2019 the collection network added 16 additional contracted collection facilities across the province.</li> </ul>   |
| Part 2, section 8(2)(c)        | Product Environmental Impact Reduction, Reusability and Recyclability | <ul style="list-style-type: none"> <li>The Program strives to manage collection materials using the highest option on the PPH were feasible</li> <li>2019 focused promotion on reuse and repair options, including participation in local repair cafes</li> </ul>   |
| Part 2, section 8(2)(d)        | Pollution Prevention Hierarchy and Product / Component Management     | <ul style="list-style-type: none"> <li>Contracted processors must adhere to the EPSC Electronics Recycling Standard</li> <li>Processors must submit to performance reviews by CESA or a third-party auditor</li> <li>More than 90% of material commodities collected in 2019 were recycled/recovered</li> </ul> |
| Part 2, section 8(2)(e)        | Product Sold and Collected and Recovery Rate                          | <ul style="list-style-type: none"> <li>8,883,639 units of CESA product were sold in B.C. in 2019, as reported by members</li> <li>Approximately 5,449,641 kg of CESA product was collected in B.C. in 2019</li> </ul>   |
| Part 2, section 8(2)(e.1)      |   | See Section 7 for breakdown of collection weight by regional district   |
| Part 2, section 8(2)(f)        | Summary of Deposits, Refunds, Revenues and Expenses                   | See Appendix C for the independently audited financial statements   |

CESA's BC Extended Producer Responsibility Plan was approved on August 7, 2018. This approved Plan sets out a number of key performance metrics for the Program. The following chart summarizes the metrics and the Program's performance in 2019, as well as CESA's strategies for improvement if warranted.

| Key Performance Metrics  |                  |                            |
|--|------------------|----------------------------|
| Part 2 section 8(2)(g); See full list of metrics in Plan Performance |                  |                            |
| Plan Metrics   | 2019 Performance | Strategies for Improvement |
| <b>Collection</b>  |                  |                            |
| Number of contracted collection sites                                | 235              | n/a                        |
| Number of contracted collection sites by regional district           | See Section 4    | n/a                        |
| Number of collection events by regional district                     | See Section 4    | n/a                        |

| Key Performance Metrics  |                                       |                            |
|--|---------------------------------------|----------------------------|
| Part 2 section 8(2)(g); See full list of metrics in Plan Performance               |                                       |                            |
| Plan Metrics   | 2019 Performance                      | Strategies for Improvement |
| <b>Absolute Collection</b>   |                                       |                            |
| Total number of very large units collected   | 4,952 units collected                 | n/a                        |
| Weight (kg) or regular product collected   | 5,449,641 kg collected                | n/a                        |
| Weight (kg) of regular product collected by regional district                      | See Section 7                         | n/a                        |
| Product collected per capita by regional district (kg)                             | See Section 7                         | n/a                        |
| <b>Waste Composition Audits</b>  |                                       |                            |
| Waste audit results  | See Section 9                         | n/a                        |
| Total amount of batteries identified in waste audits                               | See Section 9                         | n/a                        |
| <b>Accessibility</b>   |                                       |                            |
| Number of collection sites for regular Program Product                             | 223                                   | n/a                        |
| Revaluation of accessibility rate (in or before 2023)                              | See section 9                         | n/a                        |
| Survey techniques and results of accessibility study (conducted in or before 2023) | See Section 9                         | n/a                        |
| <b>Consumer Awareness</b>  |                                       |                            |
| Consumer awareness survey conducted once every two (2) years starting from 2018    | The next survey is scheduled for 2020 | n/a                        |
| Consumer awareness survey key findings   | See Section 9                         | n/a                        |
| Percentage of the population aware of the Program                                  | 88%                                   | n/a                        |
| Program's educational materials and strategies                                     | See Section 3                         | n/a                        |
| Qualitative report on product categories with low awareness                        | See Section 9                         | n/a                        |
| <b>Sales</b>   |                                       |                            |
| Total units sold   | 8,883,639 units                       | n/a                        |
| <b>End Fate</b>  |                                       |                            |
| End fate management of materials   | See Section 6                         | n/a                        |
| Environmental Standards in place   | See Section 6                         | n/a                        |

## 2. PROGRAM OUTLINE

The Canadian Electrical Stewardship Association (CESA) is a not-for-profit product stewardship agency representing manufacturers, brand owners and retailers of electrical small appliances, power tools, sewing machines, exercise, sports and leisure equipment, and arts, crafts and hobby devices (“Program Products”). CESA's purpose is to assist its members to provide end-of-life product management by handling products in adherence of the order of the pollution prevention hierarchy. CESA supports obligated parties by providing them the opportunity to join an industry-governed and operated recycling program to fulfill their legal obligations under the British Columbia Recycling Regulation (Reg. 449/2004, O.C. 995/2004) (“Regulation”).

CESA is incorporated under the Canada Not-for-Profit Corporation Act and is governed by a Board of Directors. The Board is structured with the intent of having stewards that represent both manufacturers and retailers from as many product categories as possible. Table 1 lists out the Board of Directors as of December 31, 2019.

**Table 1: 2019 Board of Directors**

| Name                | Affiliation                  | Sector       |
|---------------------|------------------------------|--------------|
| David Bois          | Home Hardware Stores Limited | Retailer     |
| Peter Maddock       | Panasonic Canada Inc         | Manufacturer |
| David Williams      | Hamilton Beach               | Manufacturer |
| Kimi Walker         | Canadian Tire Corporation    | Retailer     |
| Stan Sauer          | Makita Canada                | Manufacturer |
| Milena Tolasi       | Costco                       | Retailer     |
| Theo Horsdal        | London Drugs                 | Retailer     |
| Craig Emerson       | Bissell Canada Corporation   | Manufacturer |
| Marie-Anne Champoux | Keurig/Dr.Pepper Canada      | Manufacturer |

Additionally, CESA works with industry associations, including the Canadian Hardware and Housewares Manufacturers Association (CHHMA), the Association of Home Appliance Manufacturers Canada (AHAM) and the Retail Council of Canada (RCC).

In December 2009, the B.C. Ministry of Environment amended the Electronics and Electrical Product Category (Schedule 3) of the Regulation to require an approved stewardship program for small appliances, operational by October 2011. On October 1, 2011, CESA launched its “Part 1” program for small appliances under the “Unplugged” brand. Additional amendments to the Regulation expanded the scope of products to include electrical and electronic tools, leisure and sports equipment, with a required operational date of July 2012. On July 1, 2012, the program expanded (“Part 2”) to include power tools, sewing machines, sports, leisure and exercise machines, and arts, crafts and hobby devices, and rebranded as “ElectroRecycle™”.

CESA has engaged Product Care Association (Product Care) to act as Program Manager, overseeing the administration and day to day operations of the ElectroRecycle Program.

The ElectroRecycle Program employed a network of 235 contracted collection facilities throughout the Province at the end of 2019. The Program augmented its collection system as needed by participating in collection events in areas of the province where a permanent collection facility may not be economically feasible.

More information about CESA, for both stewards and consumers can be found online at [www.electrorecycle.ca](http://www.electrorecycle.ca).

### 3. PUBLIC EDUCATION MATERIALS & STRATEGIES

The following is a summary of the public education initiatives employed in 2019, which included various tactics from traditional advertising, community-based social marketing, and digital marketing initiatives. ElectroRecycle saw over one million TV media impressions, more than three million radio impressions, and nearly four million impressions for print ads, earned media, social media, events and digital advertising combined. In total, the Program received over eight million impressions across BC in 2019, detailed below in Table 2.

**Table 2: Number of Impressions per Media Channel**

| Media Channel              | Time in Market                     | Impressions       |
|----------------------------|------------------------------------|-------------------|
| First Nations Radio        | Year-round                         | 2,639,000         |
| Global TV                  | April – December                   | 1,286,934         |
| Events (in-person)         | Year-round                         | 1,375,181         |
| Fairchild - Mandarin Radio | March – June & September – October | 419,464           |
| Facebook                   | Year-round                         | 390,038           |
| Google Ads & YouTube       | Year-round                         | 2,748,173         |
| Corus Digital              | September                          | 900,098           |
| Spice - Punjabi Radio      | April– June & September – November | 86,278            |
| Recycling Calendars        | Year-round                         | 40,857            |
| Vista Radio                | March – October                    | 23,315            |
| Instagram                  | Year-round                         | 22,449            |
| Twitter                    | Year-round                         | 39,133            |
| Earned Media               | Year-round                         | 422,100           |
| <b>Total Impressions</b>   |                                    | <b>10,393,020</b> |

### **3.1 Program Awareness and General Marketing**

Traditional advertising was utilized by ElectroRecycle in 2019, which included both radio and television ads, in addition to digital and print campaigns.

A key element of ElectroRecycle's marketing campaign for 2019 was radio advertising. Ads promoting the ElectroRecycle Program ran on radio stations across the province. Program Products featured in the radio ads were identified through the 2018 consumer awareness survey to help bolster outreach. They included items from different product categories (kitchen countertop, personal care, and hand-held power tools) in order to demonstrate the diversity of CESA's accepted products and increase awareness of lesser-known products. Radio spots reached 10 of BC's 29 regional districts distributed across Central and Southern BC, Northern BC and Vancouver Island. Partnerships with Vista Radio ensured that special focus was given to regions and smaller communities that required additional support. As fewer radio stations are available in these areas, this allowed for a more captured audience in these districts. Radio commercials aired in communities including Campbell River, Castlegar, Creston, Port Hardy, Powell River, Prince George, Sechelt, Smithers and Williams Lake. ElectroRecycle also continued its engagement with multilingual radio stations in the Greater Vancouver region, which included Hindi, Punjabi, Mandarin and Cantonese advertisements to broaden its outreach initiatives.

As part of the Program's strategy to improve service and awareness in remote and First Nations communities around British Columbia, ElectroRecycle worked closely with Canadian First Nations Radio (CFNR) and continued a wide ranging campaign of 30-second promotional ads, which aired from January through December in over 80 Indigenous communities in Central and Northern BC. These communities included the major centres of Terrace, Prince Rupert, Kitimat, Smithers, Burns Lake, Fort Nelson, Stewart, Williams Lake and Quesnel. ElectroRecycle continued its position as the feature sponsor for CFNR's "Community 411" segment.

In addition to the reach of the radio campaigns, the Program repurposed the TV ads produced in 2018. This commercial aired on Global TV from April through December, reaching the entire province. The commercials feature products from several different product categories (kitchen countertop, personal care, and floor cleaning) in order to demonstrate the range of CESA's accepted products. The 15-second ads received more than 1.2 million impressions across BC for the duration of campaign. The ads are also featured on the Program's YouTube channel.

ElectroRecycle also utilized the reach of print advertising through municipal recycling calendars across BC including Chilliwack, Penticton, Mission, Oliver and Summerland.

### **3.2 Website, Social Media and Digital Advertising**

CESA and the ElectroRecycle program underwent a brand refresh in 2019. This came after more than eight years of operating under the original brand. We felt that it was the right time to update the brand and develop new assets to capture the maturity of the Program to better fit our audience.



The brand refresh coincided with the launch of a new website in November 2019, which reflects the new brand identities of both CESA and ElectroRecycle. The new website allowed us to enhance important sections including the collection site locator tool and the accepted products list, improving the overall user experience for both consumers and members. Between January 1 and December 31, 2019, the ElectroRecycle website ([www.electrorecycle.ca](http://www.electrorecycle.ca)) received 64,130 visits, an increase of 18 per cent from 2018, with 88% per cent of all visits representing new visitors entering the website for the first time.

ElectroRecycle's social media platforms were used to employ 2019 strategies to focus on community interaction and organic reach. Significant increases to ElectroRecycle's social media reach were achieved through targeted posts to communities throughout the province, specifically within remote regions. As a result, the ElectroRecycle Facebook page generated a total of 379,499 impressions, remaining a primary source of contact for the public. The Facebook page increased its number of followers by two per cent from 2018 with a total of 5,412 followers in 2019. Additionally, ElectroRecycle had 1,577 Twitter followers in 2019, an increase of five per cent from 2018, and the Program's dedicated Instagram page experienced a 16% increase in followers with 709 Instagram followers, up from 613 followers in 2018.

Google Search text advertisements were run between January and December 2019. The ads targeted users in British Columbia searching for an extensive list of keywords related to recycling and the Program's accepted items. They received a total of 89,129 impressions and 6,281 clicks through to the website.

Between June and September 2019, the Program's television advertisements were run as pre-roll ads on YouTube, targeting the whole of the province. The ads received a total of 50,434 impressions and 19,671 views, a view rate of 39%.

### **3.3 Community Events and Ambassador Program**

The ElectroRecycle Program's community-based social marketing initiatives in 2019 resulted in an increase of online traffic through the Program's refreshed website<sup>1</sup> and social media channels. The Program's outreach strategy included the ElectroRecycle Ambassador program, which led to collaboration with 52 communities in 22 regional districts, resulting in the collection of approximately 28,790 kg of Program Products.

Over the course of 2019, the ElectroRecycle Program was featured at 115 events in communities across the province, including several remote communities, resulting in over 1.4 million impressions. These events were organized with the help of community partnerships, many of which were established during previous years and strengthened over the course of 2019. The Ambassador program employed a year-round ambassador in addition to the two co-op student summer roles offered in May through August. The three-person team returned to relevant areas visited in previous years, as well as expanded its

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<sup>1</sup> ElectroRecycle's refreshed website launched November 4, 2019

reach to new and remote regions of the province. The Program collaborated with community partners at several types of events to promote collection of Program Products, including community festivals, municipal round-ups, and school and university partnerships as well as organizing and hosting independent, remote events. Each event focused on public engagement and increasing collection tonnage.

ElectroRecycle has established a tradition of hosting an annual signature event: RecycleFest. This event has been built on the success of previous events held over the past four years in collaboration with the City of Vancouver, Vancouver Zero Waste Reuse & Recycle and the Trout Lake Community Centre Youth Group. RecycleFest was once again hosted at Trout Lake and approximately 555 kg of Program Product was collected. The advertising reach from this event exceeded 400,000 impressions with a “live on location” event provided by The Peak Radio, as well as extensive support from local community groups and promotion from online blogs and community calendars. The primary focus at Recyclefest this year was to encourage reuse and repair as first steps in waste management. We collaborated with Repair Matters, a Vancouver-based organization providing free repair workshops, as well as Free Geek, an organization that focuses on the reuse of electrical and electronic products and accessories.

### **3.3.1 Expanded Program Reach**

#### ***Remote Communities***

Community outreach in 2019 emphasized ElectroRecycle’s presence in remote communities throughout BC including Fort Nelson, Nakusp, Clearwater and Lasqueti Island. ElectroRecycle also organized two remote signature events in collaboration with Ahousaht First Nation on Flores Island, and the Tla’amin Nation in Powell River. ElectroRecycle returned to Ahousaht for a second year in a row to offer a continued collection opportunity and strengthen the partnership with the Ahousaht First Nation. Only accessible by water taxi, this event continues to be the most remote collection event attended by ElectroRecycle. The event was promoted in partnership with the Band office using Ahousaht’s marine radio, in addition to promotion on social media and local community boards. The second remote signature event took place in Powell River, in collaboration with the Tla’amin Nation, which was a new partnership for the Program.

Efforts to collaborate with remote communities spanned into Northern BC in 2019. The Program partnered with various communities in the Peace River and Northern Rockies Regional Districts to organize collection events. The Program intends to continue to expand collaborative efforts with these groups in future years.

#### ***Small Item Mail-In Project***

The Mail-In Recycler pilot project launched in 2019 with the intention of providing a recycling option for small Program Products to rural communities without permanent access to a collection site. The pilot project was also designed to promote awareness around lesser-known items such as electric razors, air fresheners and glue guns. The Mail-In Recycler was initially released in the community of Invermere in

January instructing community members to send their small electrical items back to CESA for recycling via a prepaid envelope. The included products featured in this project were selected both due to their size, therefore their ability to be mailed in for recycling, as well as the lower level of awareness based on the 2018 consumer awareness survey. In total, 9.61 kgs of small appliances and power tools were received. The Program has elected not to continue the Mail-In Recycler in 2020, however CESA is committed to continuing to explore innovative ways to increase participation in hard to reach communities, as well as increasing awareness for lesser known product categories.

### ***Focus on Repair***

In 2019, ElectroRecycle focused on collaborating with British Columbia's repair community. Events were organized in partnership with province-wide repair groups, including Repair Matters, Metro Vancouver, Port-Coquitlam, Pemberton, Kelowna and Langley Repair Cafés, and continued collaborative efforts with the Central Kootenay's Steam Truck (a mobile repair organization). The Repair Cafés provide opportunities for community members to learn how to repair broken items including clothing and textiles, bicycles, jewelry, and small appliances and power tools. Any Program Products that were found to be beyond repair were recycled through the Program. ElectroRecycle attended a total of 14 repair events in four different regional districts which resulted in more than 385 kg of broken small appliances and power tools collected.

### ***Retail Outreach***

The Program hosted events in partnership with local retailers in Nanaimo, Fort St. John and Prince George to further educate and promote the Program. These events increased interactions with consumers to provide information about the ElectroRecycle Program at point of purchase.

### ***School Program Outreach***

This year, ElectroRecycle worked with new school locations in various communities within Metro Vancouver, Victoria and Revelstoke to host recycling round-up challenges. These recycling challenges provided ElectroRecycle an opportunity to engage a younger demographic, educating school children on the importance of recycling small appliances and power tools.

### ***Municipal Collection Events***

ElectroRecycle continued its partnerships with municipal collection events in 2019. The Zero Waste Reuse and Recycle Vancouver events, held in various locations around Vancouver in collaboration with the City of Vancouver's Greenest City 2020 initiative, collected 6,511 kg of small appliances and power tools over the span of eight events. In addition to these collection events, the Program continued to participate alongside the City of Surrey and Salvation Army in the municipality's "Pop-Up Junk Drop" events, which resulted in the record-breaking collection of 16,014 kg (11,995 kg in 2018) of small appliances and power tools across four events. These municipal collection events represent approximately 78% of the annual event collection tonnage.

### **Sponsorships**

The ElectroRecycle Program’s 2019 sponsorships included the Vancouver Farmers Market as well as Recycle BC’s First Nations Recycling Initiative (FNRI). The FNRI brings ten stewardship organizations together to collaborate on cost-neutral solutions for recycling in First Nations communities. This year, the initiative successfully organized recycling events in collaboration with the Penticton Indian Band, Soowahlie First Nation, the Okanagan Indian Band, Lake Babine First Nation and the Westbank First Nation. ElectroRecycle returned once again as a primary sponsor for the Vancouver Farmers Market. Collection opportunities for Program Products were offered at both the summer and winter market locations, hosting a collection booth during the first weekend of every month.

### **3.3.2 Media Coverage**

Media coverage of the ElectroRecycle Program in 2019 was mainly attributed to community-based social marketing initiatives. ElectroRecycle’s Signature Event – RecycleFest – was the primary source of earned media in 2019, generating features in media stories in communities across the Lower Mainland. The event received earned media coverage from CBC-Radio (in French) as well as The Georgia Straight and many online blogs and calendars throughout Metro Vancouver (in both English and Mandarin).

### **3.4 Stakeholder Relations**

ElectroRecycle’s Ambassador Program provides a platform to engage with key stakeholders around the province and obtain program feedback throughout the year. In 2019, numerous meetings were held with depot operators, local municipalities, members and subscribers throughout the province to receive valuable insight and suggestions to improve the Program overall in the upcoming year. The Program continues to foster relations with each of the Regional Districts at a high frequency year over year. Table 3 lists the number of meetings and events held within BC’s municipalities and regional districts in 2019.

**Table 3: Number of Visits made to Municipalities and Regional Districts**

| <b>Type of Visit</b> | <b># of Municipalities</b> | <b># of Regional Districts</b> |
|----------------------|----------------------------|--------------------------------|
| Event                | 52                         | 22                             |
| Meeting              | 60                         | 7                              |

In 2019, CESA also sponsored and attended conferences hosted by the Recycling Council of BC (RCBC) and Coast Waste Management Association (CWMA), and the Conference on Canadian Stewardship (CCS) in Whistler, Victoria and Vancouver. At these conferences CESA connected with stakeholders, depot operators, municipalities and regional districts regarding the Program. RCBC’s 2019 conference was attended by 222 delegates representing government, non-profits, stewardship agencies, and individual representatives. The CWMA 2019 conference was attended by 301 delegates from similar industries with more than 63% from the Vancouver Island and BC Coastal Communities including Metro Vancouver. Fifteen percent were from the BC interior, and the remaining 21% of delegates came from

other provinces and countries. Thirty-three First Nations delegates from across British Columbia also attended. The 2019 Conference on Canadian Stewardship was attended by 389 delegates representing local and senior government, industry members, stewardship agencies as well as independent representatives from across Canada, the United States and Europe.

ElectroRecycle also continued to issue program updates via its branded notice to its email database of more than 440 members and subscribers. Program updates include relevant information for the membership such as fee changes, information regarding accepted products, and sharing of compliance audit findings.

### **3.5 Consumer Communications**

A number of channels are consistently available to consumers to ask questions or submit feedback about the ElectroRecycle Program. In 2019, these channels included an email submission box on the ElectroRecycle website, entitled “Contact Us,” a general information email address, [info@cesarecycling.ca](mailto:info@cesarecycling.ca) as well as an email address specifically for members, [memberservices@cesarecycling.ca](mailto:memberservices@cesarecycling.ca). A consumer inquiry toll-free phone number, 1-877-670-2372, is available year-round, in addition to ElectroRecycle’s various social media platforms.

CESA partnered with the Recycling Council of BC (RCBC) to provide Hotline and Recyclepedia collection site location services. RCBC is a trusted public information resource used by residents of British Columbia to learn about recycling options available in their communities. The Recyclepedia application is a user-friendly online/web/mobile tool established by RCBC to help consumers find recycling information 24/7. Between January 1 and December 31, 2019, Product Care Association and RCBC collectively answered 4,964 phone, email and app consumer inquiries regarding the ElectroRecycle Program.

## **4. COLLECTION SYSTEM AND FACILITIES**

CESA engages a system of permanent year-round collection facilities located across British Columbia to provide access to recycle Program Products at no cost to consumers. This collection system has been developed in collaboration with existing collection networks and other stewardship programs wherever feasible to enhance program performance through increased operational efficiencies. This collection system operates in collaboration with third-party business owners who operate independent depots, as well as municipalities and retail stores. CESA constantly strives to partner and collaborate with existing collection networks where possible and seeks new opportunities to expand its network with willing partners. The collection system is further augmented by the use of one-day collection events and direct pick-up from large volume generators.

CESA does not directly own or manage any collection facilities, but contracts with organizations that can provide a collection location. Collection facilities include any location that accepts Program Products,

including but not limited to private drop-off centres, local government sites, service organizations and return-to-retail. Regardless of the type of collection facility, there is no charge to the consumer to drop off Program Products.

CESA defines two streams of products included in the ElectroRecycle Program when sourcing collection facilities: “regular” and “very large” items. Products that are considered “very large” items include products such as treadmills, elliptical trainers and large, free-standing power tools with built-in stands. Very large items collected through the Program are managed as scrap metal by each contracted collection facility independent of the Program. All other products are considered regular items.

At the end of 2019, the ElectroRecycle Program had 235 contracted collection facilities for CESA products, of which 223 accepted regular items and 83 accepted very large items. The majority of very large item collection facilities overlap with regular product collection facilities. The Program’s website provides the consumer with access to a depot finder tool that indicates if a collection site will accept regular and/or very large items.

Of the 235 contracted collection facilities, 218 were advertised, while 17 were unadvertised. Advertised collection facilities accept public drop-off of products included in the ElectroRecycle Program. Unadvertised sites, which include large volume generators who may operate in the commercial or institutional (ICI) sector, municipal facilities and landfills, do not allow public drop-off and are not listed as a facility on the ElectroRecycle website or through RCBC’s consumer hotline. However, the Program offers direct pick-up of designated CESA products as a part of the unadvertised service. Many thrift stores are also unadvertised due to limited space available to collect Program Products.

A GIS analysis conducted by an independent, third party in March 2019 determined that 99.5 per cent of British Columbians had convenient access to a collection site for regular products included in the ElectroRecycle Program<sup>2</sup>. Subsequently in the months following the 2019 accessibility study, an additional 16 contracted collection sites were added to the network across seven different regional districts. One collection facility closed permanently and two collection facilities stopped collection of very large items (but continue to accept regular products). Six new collection facilities accepted regular products, nine accepted very large items, one site accepted regular and very large items, and all were advertised sites.

Table 4 lists the number of contracted collection facilities by regional district, including those that accept regular items, very large items, advertised facilities and unadvertised facilities. Table 15 in Appendix B provides a complete list of collection facilities by regional district contracted to participate in the ElectroRecycle Program.

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<sup>2</sup> Accessibility is determined in accordance with the Stewardship Agencies of BC Accessibility Standard. The Standard defines access as a 30-minute drive or less for those within urban areas with a population greater than 4,000 and a 45-minute drive or less for those in rural areas of the province with a population greater than 4,000.

**Table 4: Number of Collection Facilities (CF) by Regional District**

| Regional District | # of CF | Regional District  | # of CF | Regional District    | # of CF    |
|-------------------|---------|--------------------|---------|----------------------|------------|
| Alberni Clayoquot | 3       | East Kootenay      | 11      | Northern Rockies     | 1          |
| Bulkley Nechako   | 5       | Fraser Fort George | 4       | Okanagan Similkameen | 8          |
| Capital           | 21      | Fraser Valley      | 10      | Peace River          | 4          |
| Cariboo           | 4       | Kitimat Stikine    | 7       | qathet               | 4          |
| Central Coast     | 3       | Kootenay Boundary  | 3       | Squamish Lillooet    | 6          |
| Central Kootenay  | 4       | Metro Vancouver    | 69      | Strathcona           | 3          |
| Central Okanagan  | 7       | Mt. Waddington     | 2       | Sunshine Coast       | 3          |
| Columbia Shuswap  | 10      | Nanaimo            | 3       | Thompson Nicola      | 19         |
| Comox Valley      | 5       | North Coast        | 4       | <b>Total</b>         | <b>235</b> |
| Cowichan Valley   | 7       | North Okanagan     | 6       |                      |            |

Permanent collection facilities exist where there are sufficient populations and available infrastructure to support it, as well as the desire by private industry or municipalities to operate such a collection site. In the cases where a permanent collection facility may not exist, the ElectroRecycle Program augmented its permanent collection network through leading or participating in 115 collection events in 2019. Table 5 lists the number of collection events by regional district.

**Table 5: Number of Collection Events (CE) by Regional District**

| Regional District  | # of CE | Regional District    | # of CE    |
|--------------------|---------|----------------------|------------|
| Alberni Clayoquot  | 4       | Metro Vancouver      | 66         |
| Bulkley Nechako    | 1       | Nanaimo              | 2          |
| Capital            | 4       | Northern Okanagan    | 2          |
| Cariboo            | 3       | Northern Rockies     | 1          |
| Central Kootenay   | 3       | Okanagan-Similkameen | 1          |
| Central Okanagan   | 3       | Peace River          | 2          |
| Columbia Shuswap   | 3       | qathet               | 2          |
| Comox Valley       | 2       | Squamish-Lillooet    | 2          |
| Fraser Fort George | 1       | Strathcona           | 2          |
| Fraser Valley      | 1       | Sunshine Coast       | 9          |
| Kootenay Boundary  | 1       | Thompson Nicola      | 2          |
| <b>Total</b>       |         |                      | <b>115</b> |

## 5. PRODUCT ENVIRONMENTAL IMPACT REDUCTION, REUSABILITY AND RECYCLABILITY

CESA works with its service providers to ensure Program Products are managed, where feasible, in accordance with the Pollution Prevention Hierarchy (PPH). As CESA's focus is managing a product at end-

of-life, the following section details the considerations and current management options for Program Products.

### **5.1 Reuse and Repair**

While reuse and repair of Program Products are worthy goals, there are several considerations that make it difficult to include it as a viable management option for Program Products. In Canada, there are requirements for mandatory safety testing under programs such as the Canadian Standards Association (CSA) or Underwriters Laboratories of Canada (ULC). Manufacturers are responsible for the safety of all products with safety certification. Outside of licensed and authorized service facilities, manufacturers cannot guarantee the safety of the product after it has reached end of life.

There are health risks associated with Program Products that come in contact with the body (e.g., electric shavers) or food (e.g., meat grinders) where sanitation cannot be guaranteed. For these reasons, the Program focuses on the proper recycling and recovery of end-of-life products. The Program Plan recognizes that consumers give properly working tools and appliances to friends and family as well as to charitable organizations. As long as the product is in good working order, such reuse does exist outside the parameters of the Program.

Proper maintenance and repair is encouraged as a means of extending the life of product, however the cost of repair is typically comparable to the cost of replacement. Although options for reuse and repair of appliances and power tools may be limited, the Program continues to work towards providing consumers with information for alternative options to disposal of Program Products whenever possible, through the identification and promotion of donation centres and repair opportunities, such as repair cafes. In 2019, ElectroRecycle attended a total of 14 repair events in four different regional districts.

### **5.2 Recycle/Recover**

The Program strives to manage collection materials using the highest option on the PPH as set out under subsections 5(3)(d-g) of the Regulation, where economically feasible and viable. CESA contracts with all processors who handle CESA's collected material. CESA's processors are required to conform to the Electronics Product Stewardship Canada (EPSC) Electronic Recycling Standard (ERS), among other required tracking, inspection and reporting standards as set out of the Program.

As CESA currently accepts more than 400 different products, materials are reported out by commodity only, not by product type or component. The Program follows the chain of custody through to the end fate of the product; however, the Program's ability to do so is limited by the processors ability to provide such information.

Current recycling and recovery methods for common commodities found in CESA products are detailed below in Section 6. CESA will continue to manage collected products and accessories, including



batteries, in accordance with the Pollution Prevention Hierarchy whenever feasible and economically viable recognizing that the management process of commodities is subject to change.

## 6. POLLUTION PREVENTION HIERARCHY AND PRODUCT / COMPONENT MANAGEMENT

CESA strives to manage collected materials in accordance with the pollution prevention hierarchy set out under Section 8(2)(d) of the Recycling Regulation wherever feasible and economically viable. These end-of-life products are shipped to processors that break them down into component parts to be recycled and/or recovered.

CESA's processors are required to conform to the Electronics Product Stewardship Canada (EPSC) Electronic Recycling Standard, the industry standard for like-products (e.g., electrical, electronic and battery-operated). The EPSC Electronic Recycling Standard defines the minimum requirements for handling end-of-life electronics and contains mandatory environmental, occupational health and safety, and material handling requirements. Given that CESA accepts a wide variety of more than 400 products, materials are reported out by commodity only, and not by product type or component.

In 2019, CESA contracted with two processors to process collected materials. Table 6 provides the approximate percentage of material commodity processed from both processors accounting for all regular items collected through the Program and processed in 2019, as well as a description of the downstream process for each commodity type. Due to the complexity of the disassembly process, it is difficult for commodities to be completely segregated for measurement purposes.

**Table 6: Percentage of Total Tonnage Processed by Material Commodity in 2019**

| Material Commodity                | Reuse | Recycle | Recovery | Landfill | % of Total Tonnage Processed | Downstream Process <sup>3</sup>        |
|-----------------------------------|-------|---------|----------|----------|------------------------------|--|
| Ferrous Steel                     |       | X       |          |          | 50.1%                        | Production, Processing, Non-processing |
| Plastics                          |       | X       |          |          | 28.9%                        | Processing, Non-processing             |
| Aluminum                          |       | X       |          |          | 1.6%                         | Production, Processing, Non-processing |
| Wire and Cables and String lights |       | X       |          |          | 4.2%                         | Refining, Non-processing               |
| Copper                            |       | X       |          |          | 2.6%                         | Processing, Refining                   |
| Glass                             |       | X       |          |          | 1.8%                         | Non-Processing                         |
| Circuit Boards                    |       | X       |          |          | 2.4%                         | Refining                               |
| Refuse                            |       |         |          | X        | 6.0%                         | Other final disposition                |
| Rechargeable Batteries            |       | X       |          |          | 1.1%                         | Processing, Non-Processing             |

<sup>3</sup> Downstream Processes are based on the descriptions provided by the Recycler Qualification Office (RQO) and EPSC Electronic Recycling Standard verified Processors detailing the end disposition of product managed.

| Material Commodity         | Reuse | Recycle | Recovery | Landfill | % of Total Tonnage Processed | Downstream Process <sup>3</sup>       |
|----------------------------|-------|---------|----------|----------|------------------------------|---------------------------------------|
| Paper Based Materials      |       | X       |          |          | 0.5%                         | Processing                            |
| Non Rechargeable Batteries |       | X       |          |          | 0.2%                         | Processing, Non-Processing            |
| Heating Oil                |       | X       | X        | X        | 0.4%                         | Processing, Recovery, Reuse, Landfill |

## 7. PRODUCT SOLD AND COLLECTED

### 7.1 Product Reported Sold

Total product sold is reported in units. CESA members reported sales in British Columbia of 8,883,639 units for the period of January 1 to December 31, 2019. CESA conducts compliance reviews on its membership to ensure accurate product categorization and reporting. Compliance reviews are administered over a regular cycle and general findings are communicated out to the membership to allow for corrective actions to be implemented as required.

### 7.2 Product Collected

Absolute collection for CESA reflects the weight of Program Products collected annually by the Program across BC. The Program measures collections by weight (kilograms and/or metric tonnes), not by units collected. Table 7 sets out the annual collected tonnage and variances against the 2013 baseline.

**Table 7: Annual Tonnage Collected and Year over Year Variance**

| Year | Tonnage Collected (metric tonnes) | Tonnage Variance (%) |
|------|-----------------------------------|----------------------|
| 2013 | 3,204                             | -                    |
| 2014 | 3,672                             | + 15%                |
| 2015 | 4,225                             | + 15%                |
| 2016 | 4,545                             | + 7.5%               |
| 2017 | 4,913                             | + 8%                 |
| 2018 | 5,092                             | + 4%                 |
| 2019 | 5,450                             | + 7%                 |

#### 7.2.1 Very Large Items

Very large items collected under the ElectroRecycle Program by contracted collection facilities were managed as scrap metal through the metal recycling system. Under the terms of their contract,

collection sites that accept very large items are required to submit monthly unit-based tracking forms to the ElectroRecycle Program reporting the number of very large items collected. In 2019, 3,175 pieces of large exercise equipment and 1,777 pieces of large power tools were collected, according to tracking sheets submitted to the ElectroRecycle Program by contracted collection facilities.

### 7.2.2 Regular Items

According to weights reported to the ElectroRecycle Program by contracted consolidation facilities, approximately 5,449,641 kilograms of regular CESA products were collected between January 1 and December 31, 2019 from the Program’s contracted collection facilities, large volume end-users, return to retail locations, and collection events. Table 9 provides the approximate tonnage collected (not including very large items) by regional district in 2019.

CESA continues to partner with Product Care Association’s Light Fixtures Program, co-mingling residential light fixtures with ElectroRecycle products in CESA’s collection bags at regular contracted collection facilities. This partnership is an example of how stewardship programs working together create efficiencies at the collection facility level, reduce consumer confusion, and provide “one-stop-shops” for residents.

CESA’s reported collection tonnage is net of the fixture tonnage collected on behalf of the Light Fixtures Program. To determine CESA’s net tonnage in 2019, CESA’s processors were obligated by contract to submit monthly sampling reports of collection material processed. Data from the sampling reports was extrapolated to determine the total proportion of CESA product collected versus the proportion of Light Fixtures product collected in each particular month. The proportion was applied to the weight of the collection tonnage during that month. Table 8 provides the approximate tonnage collected by program (CESA versus Product Care’s Light Fixtures program).

**Table 8: Approximate Weights Collected by Program in 2019**

| Year | CESA Tonnage Collected (tonnes) | Light Fixtures Tonnage Collected (tonnes) |
|------|---------------------------------|---|
| 2018 | 5,092                           | 709                                       |
| 2019 | 5,450                           | 719                                       |

**Table 9: Approximate Weights Collected by Regional District for Regular Products and Collection Events in 2019**

| Regional District | Approximate Weight Collected (kg) | Kg Collected per Capita <sup>4</sup> | Regional District | Approximate Weight Collected (kg) | Kg Collected per Capita <sup>4</sup> |
|-------------------|-----------------------------------|--------------------------------------|-------------------|-----------------------------------|--------------------------------------|
| Alberni Clayoquot | 20,572                            | 0.66                                 | Kootenay Boundary | 65,352                            | 2.08                                 |

<sup>4</sup> Based on population data obtained from the 2016 Census of Canada

| Regional District  | Approximate Weight Collected (kg) | Kg Collected per Capita <sup>4</sup> | Regional District    | Approximate Weight Collected (kg) | Kg Collected per Capita <sup>4</sup> |
|--------------------|-----------------------------------|--------------------------------------|----------------------|-----------------------------------|--------------------------------------|
| Bulkley Nechako    | 22,114                            | 0.58                                 | Metro Vancouver      | 2,537,861                         | 1.03                                 |
| Capital            | 552,546                           | 1.44                                 | Mount Waddington     | 20,612                            | 1.87                                 |
| Cariboo            | 48,177                            | 0.78                                 | Nanaimo              | 219,905                           | 1.41                                 |
| Central Coast      | 4,066                             | 1.22                                 | North Coast          | 17,718                            | 1.02                                 |
| Central Kootenay   | 48,210                            | 0.81                                 | North Okanagan       | 143,478                           | 1.70                                 |
| Central Okanagan   | 477,499                           | 2.45                                 | Northern Rockies     | 1,174                             | 0.35                                 |
| Columbia Shuswap   | 64,933                            | 1.26                                 | Okanagan-Similkameen | 150,899                           | 1.82                                 |
| Comox Valley       | 129,210                           | 1.94                                 | Peace River          | 38,793                            | 0.62                                 |
| Cowichan Valley    | 110,370                           | 1.32                                 | qathet               | 18,208                            | 0.91                                 |
| East Kootenay      | 34,832                            | 0.58                                 | Squamish Lillooet    | 59,322                            | 1.39                                 |
| Fraser Fort George | 102,106                           | 1.08                                 | Strathcona           | 33,903                            | 0.76                                 |
| Fraser Valley      | 273,756                           | 0.93                                 | Sunshine Coast       | 46,458                            | 1.55                                 |
| Kitimat Stikine    | 41,022                            | 1.10                                 | Thompson Nicola      | 165,273                           | 1.25                                 |

## 8. SUMMARY OF REVENUES AND EXPENDITURES

The ElectroRecycle Program is funded by membership fees, known as Environmental Handling Fees (EHFs), which are remitted to CESA by its members based on the quantity of sales of the designated products sold in British Columbia.

As CESA operates as a not for profit, the EHFs are set by CESA based on budgeting of fee revenue and Program expenses, and may be adjusted from time to time to maintain the not for profit model. EHFs may continue to be adjusted in the future to address surpluses or deficits, however all fees are used for program purposes.

The ElectroRecycle Program organizes Program Products into 18 product categories, with an EHF designated for each category as listed in Table 10 below.

**Table 10: CESA Product Categories and Environmental Handling Fees**

| Product Category |  | Fee Rate Per Unit |
|------------------|--|-------------------|
| 1                | Kitchen Countertop – Motorized   | \$ 0.50           |
| 2                | Kitchen Countertop – Heating Appliances  | \$ 0.80           |
| 3                | Kitchen Countertop – Heating Appliances (coffee/tea)   | \$ 0.70           |
| 4                | Microwave Ovens [ <i>previously Microwaves (large) and Microwaves (small) categories</i> ]                   | \$5.00            |
| 5                | Time Measurement & Display Devices   | \$0.20            |
| 6                | Weight Measurement   | \$0.30            |
| 7                | Garment Care Appliances  | \$0.60            |
| 8                | Air Treatment Appliances [ <i>previously Air Treatment Appliances, Desk &amp; Tabletop Fans categories</i> ] | \$0.95            |
| 9                | Personal Care Appliances   | \$0.25            |
| 10               | Full-Size Floor Cleaning Appliances  | \$2.50            |
| 11               | Smaller Floor/Surface Cleaning Appliances  | \$ 0.50           |
| 12               | Test and Measurement Tools   | \$0.35            |
| 13               | Hand-held Power Tools  | \$0.55            |
| 14               | Bench-Top, Demolition, Free-Standing Power Tools   | \$1.20            |
| 15               | Sewing / Textile Machines  | \$2.75            |
| 16               | Exercise Machines  | \$1.85            |
| 17               | Sports, Leisure, Arts, Crafts and Hobby Devices  | \$ 0.75           |
| 18               | Designated Very Small Items [ <i>previously Part 1 &amp; 2 Designated Very Small Items categories</i> ]      | \$ 0.20           |

See Appendix C for CESA’s independently audited financial statements.

## 9. PLAN PERFORMANCE

CESA assesses the performance of the ElectroRecycle Program with both qualitative and quantitative measures in response to the performance metrics outlined in the approved Extended Producer Responsibility Plan. Although the ElectroRecycle Program continues to exceed performance metrics year-over-year, CESA is focused on continuing to maintain or exceed current performance levels; striving to improve all aspects of the ElectroRecycle Program, including operational efficiencies, cost efficiencies, consumer awareness, accessibility and collection tonnage.

### 9.1 Accessibility

In March 2019, accessibility was determined through the use of a Geographic Information System (GIS) analysis conducted by an independent third party, where “access” was defined according to the Stewardship Agencies of BC’s Accessibility Standard as being within a 30-minute drive of an ElectroRecycle collection site for those living in urban areas with a population greater than 4,000, and within a 45-minute drive for those living in rural areas with a population greater than 4,000.

Using 2016 Statistics Canada Census Data and road networks, each population category (urban, rural, <4,000) was divided into Census dissemination blocks. Drive-time distance and speed from each dissemination block was applied to the closest program collection location based on road types and/or urban/rural milieus. Once a program collection location was identified, the 30-minute or 45-minute drive time distance threshold was applied to determine level of access. Table 11 summarizes ElectroRecycle’s accessibility metrics based on the Program’s 2019 performance.

**Table 11: 2019 Accessibility Performance Metrics**

| Performance Metric         | Target   | 2019 Results | Strategies for Improvement |
|----------------------------|--|--------------|----------------------------|
| Number of Collection Sites | n/a  | 235          | n/a                        |
| Accessibility              | Maintain the 2017 accessibility rate of 99.5% for regular products | 99.5%        | n/a <sup>5</sup>           |

### 9.2 Waste Composition Audits

Waste audits are a valuable statistic to measure the Program’s success. In conjunction with other stewardship agencies, the Program has participated in eight waste audits to date in communities which range in size from 18 thousand to more than 2.5 million people. Each audit surveys a sample of waste

<sup>5</sup> Accessibility is dependent on continued relationships with the existing collection network. Assuming no modifications are made to current partnerships with collection sites, the Program intends to continue to maintain the 2017 accessibility rate.

from a landfill and tracks evidence of product categories. The audits confirm that Program Products are being successfully diverted from landfill while also helping to guide the Program’s awareness campaigns. It is important to note that while the data obtained from waste audits provides one way of evaluating the Program’s performance in that specific community, extrapolating the results to the entire province is problematic as variations in collection and waste management practices vary across regional districts.

In 2019, CESA participated in one waste audit conducted in the Cariboo Regional District. Program Product identified was 4.3 kg/capita and the amount of single use and rechargeable batteries under 5 kilograms was 0.4 kg/capita. Table 12 provides the ElectroRecycle Program’s aggregate waste audit results, as well as the single use and rechargeable batteries identified.

**Table 12: Aggregate Waste Audit Results per Capita for identified CESA Product and Batteries**

| Total aggregate kg/capita disposal of CESA Product <sup>6</sup> | Total aggregate kg/capita disposal of batteries <sup>7</sup> |
|---|--|
| 2.3   | 0.3  |

### 9.3 Consumer Awareness

Every two years, a survey is conducted by an independent, third party to determine awareness levels of the Program and gain insights about recycling behaviour. The next consumer awareness survey will be conducted in 2020, with results reported in the 2020 annual report. Table 13 summarizes the ElectroRecycle Program’s consumer awareness metrics since the 2014 baseline.

**Table 13: Consumer Awareness Metrics**

| Performance Measure                               | Plan Target                                | Results  | Strategies for Improvement |
|---|--|--|----------------------------|
| Conduct a consumer awareness survey               | Survey completed once every two (2) years  | 2014 survey: 73%<br>2016 survey: 79%<br>2018 survey: 88% | n/a                        |
| Percentage of the population aware of the Program | Maintain a consumer awareness level of 79% | 2018 survey: 88%   | n/a                        |

<sup>6</sup> Calculated using the combined weight of Program Product categories and 2016 Statistics Canada Census Data

<sup>7</sup> The source of single use and rechargeable batteries is not identified during the audit process, therefore it is not possible to discern if the battery was used for a Program Product, another Stewardred product (e.g. EPRA, OPEIC, Light Fixtures), or other.

## APPENDIX A: PROGRAM PRODUCT CATEGORIES

Table 14 lists the 18 Product Categories, and examples of Program Products from each category.

**Table 14: CESA Product Categories**

|                             | Product Category  | Examples   |
|-----------------------------|---|--|
| <b>Products within plan</b> | 1. Kitchen Countertop – Motorized                       | Blender, coffee grinder, food processor, hand mixer  |
|                             | 2. Kitchen Countertop – Heating                         | Bread maker, fondue pots, hot air corn popper, panini press, rice cooker, toaster                                |
|                             | 3. Kitchen Countertop – Heating (coffee/tea)            | Drip coffee makers, espresso/cappuccino makers, kettles, pod coffee makers                                       |
|                             | 4. Microwave Ovens                                      |  |
|                             | 5. Time Measurement & Display Devices                   | Clocks, timers   |
|                             | 6. Weight Measurement                                   | Bathroom scales, countertop food scales, digital luggage scale   |
|                             | 7. Garment Care   | Garment steamers, household irons, clothes shavers   |
|                             | 8. Air Treatment  | Scent diffuser, portable humidifier, portable heater, desktop/tabletop fan                                       |
|                             | 9. Personal Care  | Beard trimmer, curling iron, hair dryer, hot roller/curler set, electric toothbrush, vanity mirror with lighting |
|                             | 10. Full-size Floor Cleaning                            | Upright vacuum cleaner, floor care scrubber/polisher, robotic vacuum   |
|                             | 11. Smaller Floor/Surface Cleaning                      | Handheld vacuum cleaner, steam mop, stick vacuum cleaner   |
|                             | 12. Test and Measurement Tools                          | Laser level, emission analyzer, laser range meter  |
|                             | 13. Handheld Power Tools                                | Hand drill, sander, band saw, angle grinder  |
|                             | 14. Bench-top, Demolition and Free-Standing Power Tools | Table saw, drum sander, demolition hammer  |
|                             | 15. Sewing and Textile Machines                         | Sewing machine, embroidery machine, serger   |
|                             | 16. Exercise Equipment                                  | Treadmill, elliptical machine, cycling machine   |
|                             | 17. Sports, Leisure, Arts, Crafts & Hobby Devices       | Insect trap, thermoelectric cooler, bubble machine, circuit machine, air brusher, rock polisher                  |
|                             | 18. Designated Very Small Items                         | Air freshener, personal fan, electric razor (primary cell), stud finder, glue gun, craft soldering iron          |



## APPENDIX B: COLLECTION FACILITY NETWORK

Table 15 shows locations of contracted CESA collection facilities. The column titled “Change in 2019” denotes additions and closures since the previous reporting date, December 31, 2018.

**Table 15: CESA Collection Network, Including Changes in Sites in 2019**

| Collection Facility                                   | City           | Regional District         | Depot Type      | Change in 2019          |
|---|----------------|---------------------------|-----------------|-------------------------|
| 70 Mile House Eco depot                               | 70 Mile House  | Thompson Nicola           | Regular         |                         |
| Abbotsford Bottle Depot                               | Abbotsford     | Fraser Valley             | Regular         |                         |
| Abbotsford Mission Recycling Depot                    | Abbotsford     | Fraser Valley             | Bulky & Regular |                         |
| Agassiz Bottle Depot                                  | Agassiz        | Fraser Valley             | Regular         |                         |
| Aldergrove Bottle Depot                               | Aldergrove     | Metro Vancouver           | Bulky & Regular |                         |
| Armstrong Spallumcheen Bottle Depot                   | Armstrong      | North Okanagan            | Regular         |                         |
| Ashcroft Bottle Depot                                 | Ashcroft       | Thompson Nicola           | Bulky & Regular |                         |
| Asset Investment Recovery - Glanford (Not Advertised) | Victoria       | Capital Regional District | Regular         |                         |
| Asset Investment Recovery - Surrey                    | Surrey         | Metro Vancouver           | Regular         |                         |
| Augusta Recyclers Inc (Not Advertised)                | Powell River   | qathet                    | Bulky           |                         |
| B&D Bottlers Ltd. / Revelstoke Bottle Depot           | Revelstoke     | Columbia Shuswap          | Regular         |                         |
| Barriere Return-It dba Bag Lady Enterprises           | Barriere       | Thompson Nicola           | Regular         |                         |
| Bella Coola Recycling Depot                           | Bella Coola    | Central Coast             | Regular         |                         |
| Biggar Bottle Depot                                   | Port Coquitlam | Metro Vancouver           | Regular         |                         |
| Bill's Bottle Depot                                   | Salmon Arm     | Columbia Shuswap          | Regular         |                         |
| Bings Creek Recycling Centre                          | Duncan         | Cowichan Valley           | Bulky & Regular |                         |
| Blue River Eco Depot                                  | Blue River     | Thompson Nicola           | Regular         |                         |
| Bottle Depot (Queens)                                 | Victoria       | Capital Regional District | Regular         |                         |
| Bottle Depot (Saanich)                                | Saanich        | Capital Regional District | Regular         |                         |
| Boucherie Bottle Depot & Self Storage                 | West Kelowna   | Central Okanagan          | Regular         |                         |
| Brentwood Auto & Metal Recyclers                      | Saanichton     | Capital Regional District | Bulky & Regular |                         |
| Brentwood Thrift Store                                | Brentwood Bay  | Capital Regional District | Regular         |                         |
| Bridgeview Return-It Bottle Depot                     | Surrey         | Metro Vancouver           | Regular         |                         |
| Bulkley Valley Bottle Depot                           | Smithers       | Bulkley Nechako           | Regular         |                         |
| Burns Lake Recycling Depot                            | Burns Lake     | Bulkley Nechako           | Regular         |                         |
| Campbell Mountain Sanitary Landfill (CMSL)            | Penticton      | Okanagan Similkameen      | Regular         |                         |
| Campbell River Waste Management Centre                | Campbell River | Strathcona                | Bulky & Regular |                         |
| Canal Flats Transfer Station                          | Canal Flats    | East Kootenay             | Bulky           | New - December 02, 2019 |
| Carney's Waste Systems                                | Squamish       | Squamish Lillooet         | Regular         |                         |
| Castlegar Return-It Depot                             | Castlegar      | Central Kootenay          | Regular         |                         |

| Collection Facility                                  | City            | Regional District         | Depot Type      | Change in 2019          |
|--|-----------------|---------------------------|-----------------|-------------------------|
| Cedar Hill Thrift Store (Not Advertised)             | Victoria        | Capital Regional District | Regular         |                         |
| Chasers Bottle Depot Ltd.                            | Vernon          | North Okanagan            | Regular         |                         |
| Chetwynd Recycling & Bottle Depot                    | Chetwynd        | Peace River               | Regular         |                         |
| Chilliwack Bottle Depot Ltd                          | Chilliwack      | Fraser Valley             | Regular         |                         |
| Clearwater Eco Depot                                 | Clearwater      | Thompson Nicola           | Regular         |                         |
| Clinton Eco Depot                                    | Clinton         | Thompson Nicola           | Regular         |                         |
| CM Recycling Ltd. (formerly Cariboo Metal Recycling) | Quesnel         | Cariboo                   | Bulky & Regular |                         |
| Columbia Bottle Depot - Dease                        | Kelowna         | Central Okanagan          | Bulky & Regular |                         |
| Columbia Bottle Depot - Kent                         | Kelowna         | Central Okanagan          | Bulky & Regular |                         |
| Columbia Bottle Depot - St. Paul                     | Kelowna         | Central Okanagan          | Bulky & Regular |                         |
| Columbia Recycle 1996 LTD (Not Advertised)           | Trail           | Kootenay Boundary         | Bulky           |                         |
| Columbia Valley Landfill                             | Windermere      | East Kootenay             | Bulky           | New - December 02, 2019 |
| Comox Return-Centre                                  | Comox           | Comox Valley              | Regular         |                         |
| Comox Valley Waste Management Centre                 | Cumberland      | Comox Valley              | Bulky & Regular |                         |
| Coquitlam Return-It Depot                            | Coquitlam       | Metro Vancouver           | Regular         |                         |
| Courtenay Return-It Depot                            | Courtenay       | Comox Valley              | Bulky & Regular |                         |
| Cranbrook Bottle Depot                               | Cranbrook       | East Kootenay             | Regular         |                         |
| Cranbrook Transfer Station                           | Cranbrook       | East Kootenay             | Bulky           | New - December 02, 2019 |
| D.C. Campbell Recycling Ltd.                         | Dawson Creek    | Peace River               | Regular         |                         |
| DIRA Waste Management Committee - Bottle Depot       | Denman Island   | Comox Valley              | Regular         | New - April 01, 2019    |
| East 12th Avenue Thrift Store                        | Vancouver       | Metro Vancouver           | Regular         |                         |
| East Hastings Bottle Depot                           | Burnaby         | Metro Vancouver           | Regular         |                         |
| East Vancouver Bottle Depot Ltd.                     | Vancouver       | Metro Vancouver           | Regular         | New - December 01, 2019 |
| Edmonds Return-it Depot                              | Burnaby         | Metro Vancouver           | Regular         |                         |
| Elkford Transfer Station                             | Elkford         | East Kootenay             | Bulky           | New - December 02, 2019 |
| Emterra Environmental - Coquitlam                    | Coquitlam       | Metro Vancouver           | Bulky & Regular |                         |
| Emterra Environmental - North Van                    | North Vancouver | Metro Vancouver           | Bulky & Regular |                         |
| Enderby Bottle Depot                                 | Enderby         | North Okanagan            | Bulky & Regular |                         |
| Falkland Refuse Disposal Facility                    | Falkland        | Columbia Shuswap          | Regular         |                         |
| Fell Avenue Thrift Store (Not Advertised)            | North Vancouver | Metro Vancouver           | Regular         |                         |
| Fernie Bottle Depot                                  | Fernie          | East Kootenay             | Regular         |                         |
| Fernie Transfer Station                              | Fernie          | East Kootenay             | Bulky           | New - December 02, 2019 |
| Fleetwood Bottle Return Depot                        | Surrey          | Metro Vancouver           | Regular         |                         |
| Fort St James Transfer Station                       | Fort St. James  | Bulkley Nechako           | Bulky & Regular | New - December 06, 2019 |
| Fraser Lake Bottle Depot                             | Fraser Lake     | Bulkley Nechako           | Regular         |                         |
| Fraser Valley Return-It Depot                        | Langley         | Metro Vancouver           | Regular         |                         |

| Collection Facility  | City                 | Regional District         | Depot Type      | Change in 2019          |
|--|----------------------|---------------------------|-----------------|-------------------------|
| FSJ Bottle Drop  | Fort St. John        | Peace River               | Regular         | New - October 28, 2019  |
| FSJ Eco-Depot Recycling Centre - Closed Apr 15, 2019                               | Ft. St. John         | Peace River               | Bulky & Regular | Closed - April 15, 2019 |
| Galiano Island Recycling   | Galiano Island       | Capital Regional District | Regular         |                         |
| General Grant's North Shore Bottle Depot   | Kamloops             | Thompson Nicola           | Regular         |                         |
| General Grants Sahali (fka Full Refund Bottle Depot)                               | Kamloops             | Thompson Nicola           | Regular         |                         |
| GFL Environmental Inc  | Langford             | Capital Regional District | Bulky & Regular |                         |
| Gibsons Recycling Depot  | Gibsons              | Sunshine Coast            | Bulky & Regular |                         |
| Glenemma Refuse Disposal Facility  | Salmon Arm           | Columbia Shuswap          | Regular         |                         |
| Go Green Bottle Depot & Recycling  | Vancouver            | Metro Vancouver           | Regular         |                         |
| Gold Trail Recycling   | 100 Mile House       | Cariboo                   | Bulky & Regular |                         |
| Golden Refuse Disposal Facility  | Golden               | Columbia Shuswap          | Regular         |                         |
| Grand Forks Bottle Depot   | Grand Forks          | Kootenay Boundary         | Regular         |                         |
| Granville Thrift Store (Not Advertised)  | Vancouver            | Metro Vancouver           | Regular         |                         |
| Green Recycling in Pender Society (GRIPS)  | Madeira Park         | Sunshine Coast            | Regular         |                         |
| Guildford Bottle Depot   | Surrey               | Metro Vancouver           | Regular         |                         |
| Haney Bottle Depot   | Maple Ridge          | Metro Vancouver           | Regular         |                         |
| Hart Return-It Depot   | Prince George        | Fraser Fort George        | Regular         |                         |
| Hartland Recycling Depot   | Victoria             | Capital Regional District | Bulky & Regular |                         |
| Hazelton Bottle Depot  | New Hazelton         | Kitimat Stikine           | Regular         |                         |
| Heffley Creek Eco Depot  | Heffley Creek        | Thompson Nicola           | Regular         |                         |
| Heiltsuk Environmental Bella Bella Eco-Depot                                       | Bella Bella          | Central Coast             | Bulky & Regular |                         |
| Hillside Thrift Store  | Victoria             | Capital Regional District | Regular         |                         |
| Hope Bottle Depot Ltd  | Hope                 | Fraser Valley             | Regular         |                         |
| Houston Bottle Depot   | Houston              | Bulkley Nechako           | Bulky & Regular |                         |
| Interior Freight & Bottle Depot  | Vernon               | North Okanagan            | Bulky & Regular |                         |
| Ironwood Bottle Depot  | Richmond             | Metro Vancouver           | Regular         |                         |
| Iskut Landfill   | Iskut                | Kitimat Stikine           | Regular         |                         |
| Island Return-it Recycling Centre Campbell River (FKA Campbell River Bottle Depot) | Campbell River       | Strathcona                | Bulky & Regular |                         |
| Island Return-it Recycling Centre Duncan (FKA Cowichan Valley Bottle Depot)        | Duncan               | Cowichan Valley           | Bulky & Regular |                         |
| Island Return-it Recycling Centre Esquimalt (FKA Westshore Bottle Depot)           | Esquimalt / Victoria | Capital Regional District | Regular         |                         |
| Island Return-It Recycling Centre Sidney (FKA Sidney Bottle Depot)                 | Sidney               | Capital Regional District | Bulky & Regular |                         |
| Island Return-it Recycling Centre South Cowichan                                   | Cobble Hill          | Cowichan Valley           | Regular         |                         |
| Islands Solid Waste Management - Port  | Port Clements        | North Coast               | Regular         |                         |

| Collection Facility                                  | City                    | Regional District         | Depot Type      | Change in 2019          |
|--|-------------------------|---------------------------|-----------------|-------------------------|
| Clements   |                         |                           |                 |                         |
| Islands Solid Waste Management - Queen Charlotte     | Queen Charlotte Village | North Coast               | Regular         |                         |
| J&C Bottle Depot                                     | Penticton               | Okanagan Similkameen      | Bulky & Regular |                         |
| Jenill Bottle Depot                                  | Surrey                  | Metro Vancouver           | Bulky & Regular |                         |
| Junction Bottle Depot                                | Ladysmith               | Cowichan Valley           | Regular         |                         |
| Kensington Return it Depot                           | Burnaby                 | Metro Vancouver           | Regular         |                         |
| Keremeos Sanitary Landfill                           | Keremeos                | Okanagan Similkameen      | Regular         |                         |
| Kerrisdale Thrift Store (Not Advertised)             | Vancouver               | Metro Vancouver           | Regular         |                         |
| Kimberley Transfer Station                           | Kimberley               | East Kootenay             | Bulky           | New - December 02, 2019 |
| Kitchener Bottle Depot Ltd.                          | Burnaby                 | Metro Vancouver           | Regular         |                         |
| Kitimat Understanding the Environment Society (KUTE) | Kitimat                 | Kitimat Stikine           | Regular         |                         |
| Kitwanga Transfer Station                            | Kitwanga                | Kitimat Stikine           | Regular         |                         |
| Ladner Bottle Depot Co. Ltd.                         | Delta                   | Metro Vancouver           | Bulky & Regular |                         |
| Langford Thrift Store (Not Advertised)               | Langford                | Capital Regional District | Regular         |                         |
| Langley Bottle Depot                                 | Langley                 | Metro Vancouver           | Bulky & Regular |                         |
| Lax Kw'alaams Band (Waste Transfer Station)          | Lax Kw'alaams           | North Coast               | Bulky & Regular |                         |
| Lee's Bottle Depot                                   | Burnaby                 | Metro Vancouver           | Regular         |                         |
| Lillooet Waste & Recycling Centre                    | Lillooet                | Squamish Lillooet         | Bulky & Regular |                         |
| Logan Lake Bottle Depot                              | Logan Lake              | Thompson Nicola           | Bulky & Regular |                         |
| Logan Lake Eco Depot                                 | Logan Lake              | Thompson Nicola           | Regular         |                         |
| Lonsdale Bottle Depot Ltd                            | North Vancouver         | Metro Vancouver           | Regular         |                         |
| Lorne Street Bottle Depot                            | Kamloops                | Thompson Nicola           | Regular         |                         |
| Lougheed Return-It Depot                             | Coquitlam               | Metro Vancouver           | Regular         |                         |
| Louis Creek Eco Depot                                | Louis Creek             | Thompson Nicola           | Regular         |                         |
| Lower Nicola Eco Depot                               | Merritt                 | Thompson Nicola           | Regular         |                         |
| Lytton Eco Depot                                     | Lytton                  | Thompson Nicola           | Regular         |                         |
| MAKE/DO  | Creston                 | Central Kootenay          | Regular         |                         |
| Malakwa Refuse Disposal Facility                     | Malakwa                 | Columbia Shuswap          | Regular         |                         |
| Maple Ridge Bottle Depot                             | Maple Ridge             | Metro Vancouver           | Regular         |                         |
| Maple Ridge Recycling Depot                          | Maple Ridge             | Metro Vancouver           | Bulky & Regular |                         |
| Mayne Island Recycling Society (MIRS)                | Mayne Island            | Capital Regional District | Regular         |                         |
| Meade Creek Recycling Centre                         | Lake Cowichan           | Cowichan Valley           | Bulky & Regular |                         |
| Merritt Return-It Depot                              | Merritt                 | Thompson Nicola           | Regular         |                         |
| Metrotown Bottle Return-it Centre                    | Burnaby                 | Metro Vancouver           | Bulky & Regular |                         |
| Meziadin Landfill                                    | Meziadin Junction       | Kitimat Stikine           | Regular         |                         |

| Collection Facility                                    | City            | Regional District         | Depot Type      | Change in 2019                              |
|--|-----------------|---------------------------|-----------------|---|
| Mica Ventures Inc. (Williams Lake)                     | Williams Lake   | Cariboo                   | Regular         |   |
| Mill Bay Thrift Store                                  | Mill Bay        | Cowichan Valley           | Regular         |   |
| Mission Flats Landfill                                 | Kamloops        | Thompson Nicola           | Bulky & Regular |   |
| Mission Recycle Center Ltd.                            | Mission         | Fraser Valley             | Regular         |   |
| Mission Recycling Depot                                | Mission         | Fraser Valley             | Bulky & Regular |   |
| Mount Pleasant Return- It                              | Vancouver       | Metro Vancouver           | Regular         | New - December 20, 2019                     |
| Nelson Leafs Recycling Center                          | Nelson          | Central Kootenay          | Regular         |   |
| New Westminster Thrift Store                           | New Westminster | Metro Vancouver           | Regular         |   |
| Newton Bottle Depot                                    | Surrey          | Metro Vancouver           | Regular         | Stopped Bulky Collection - January 25, 2019 |
| North Burnaby (Hastings) Thrift Store (Not Advertised) | Burnaby         | Metro Vancouver           | Regular         |   |
| North Road Bottle Depot Ltd.                           | Coquitlam       | Metro Vancouver           | Regular         |   |
| North Shore Bottle Depot                               | North Vancouver | Metro Vancouver           | Regular         |   |
| North Shuswap Bottle Depot                             | Chase           | Thompson Nicola           | Regular         |   |
| North Van Recycling Ltd                                | North Vancouver | Metro Vancouver           | Regular         |   |
| North Vancouver Thrift Store                           | North Vancouver | Metro Vancouver           | Regular         |   |
| Northern Recycling Inc.                                | Quesnel         | Cariboo                   | Bulky & Regular |   |
| OK Bottle Depot  | Richmond        | Metro Vancouver           | Regular         |   |
| Okanagan Falls Sanitary Landfill                       | Okanagan Falls  | Okanagan Similkameen      | Regular         |   |
| Oliver Sanitary Landfill                               | Oliver          | Okanagan Similkameen      | Regular         |   |
| Osoyoos Bottle Depot                                   | Osoyoos         | Okanagan Similkameen      | Bulky & Regular |   |
| Panorama Village Return-It                             | Surrey          | Metro Vancouver           | Regular         |   |
| Parksville Bottle & Recycling Depot Ltd.               | Parksville      | Nanaimo Regional District | Bulky & Regular |   |
| Peerless Road Recycling Centre                         | Ladysmith       | Cowichan Valley           | Bulky & Regular |   |
| Pemberton Recycling Centre                             | Pemberton       | Squamish Lillooet         | Regular         |   |
| Pender Island Recycling Society (PIRS)                 | Pender island   | Capital Regional District | Bulky & Regular |   |
| PG Recycling & Return-It Centre (FKA BBK Bottle Depot) | Prince George   | Fraser Fort George        | Bulky & Regular |   |
| Pitt Meadows Bottle and Return-it Depot Ltd            | Pitt Meadows    | Metro Vancouver           | Regular         |   |
| Planet Earth Recycling Ltd.                            | West Kelowna    | Central Okanagan          | Bulky & Regular |   |
| Port Coquitlam Thrift Store                            | Port Coquitlam  | Metro Vancouver           | Regular         |   |
| Port Hardy Return It Centre                            | Port Hardy      | Mt. Waddington            | Regular         |   |
| Powell Street Return-it Bottle Depot                   | Vancouver       | Metro Vancouver           | Regular         |   |
| Princeton Return-It Depot                              | Princeton       | Okanagan                  | Regular         |   |

| Collection Facility                                     | City              | Regional District         | Depot Type      | Change in 2019         |
|---|-------------------|---------------------------|-----------------|------------------------|
|   |                   | Similkameen               |                 |                        |
| Queensborough Landing Return-it                         | New Westminster   | Metro Vancouver           | Bulky & Regular |                        |
| R&T Bottle Depot  | Abbotsford        | Fraser Valley             | Regular         |                        |
| R3 Recycle-It Resource Recovery                         | Fort St. John     | Peace River               | Bulky & Regular |                        |
| Regional Recycling Abbotsford                           | Abbotsford        | Fraser Valley             | Bulky & Regular |                        |
| Regional Recycling Burnaby                              | Burnaby           | Metro Vancouver           | Bulky & Regular |                        |
| Regional Recycling Cloverdale                           | Surrey            | Metro Vancouver           | Bulky & Regular |                        |
| Regional Recycling Hayes                                | Nanaimo           | Nanaimo Regional District | Bulky & Regular |                        |
| Regional Recycling Old Victoria                         | Nanaimo           | Nanaimo Regional District | Bulky & Regular |                        |
| Regional Recycling Prince Rupert (NCRD)                 | Prince Rupert     | North Coast               | Bulky & Regular |                        |
| Regional Recycling Richmond                             | Richmond          | Metro Vancouver           | Bulky & Regular |                        |
| Regional Recycling Vancouver                            | Vancouver         | Metro Vancouver           | Bulky & Regular |                        |
| Regional Recycling Whistler                             | Whistler          | Squamish Lillooet         | Bulky & Regular |                        |
| Richmond Recycling Depot                                | Richmond          | Metro Vancouver           | Bulky & Regular |                        |
| Saanich Thrift Store (Not Advertised)                   | Victoria          | Capital Regional District | Regular         |                        |
| Salish Soils  | Sechelt           | Sunshine Coast            | Regular         | New - July 15, 2019    |
| Salmo ValuMart & Bottle Depot                           | Salmo             | Central Kootenay          | Regular         | New - October 21, 2019 |
| Salt Spring Garbage & Transfer Station                  | Saltspring Island | Capital Regional District | Bulky & Regular |                        |
| Salt Spring Island Recycling Depot                      | Saltspring Island | Capital Regional District | Bulky & Regular |                        |
| Salvation Army - Comox Valley                           | Comox             | Comox Valley              | Bulky & Regular |                        |
| Salvation Army - Lower Mainland Divisional Headquarters | Langley           | Metro Vancouver           | Bulky & Regular |                        |
| Salvation Army - Prince George                          | Prince George     | Fraser Fort George        | Regular         |                        |
| Salvation Army - Victoria Consolidation Centre          | Victoria          | Capital Regional District | Regular         |                        |
| Sapperton Return-It Depot                               | New Westminster   | Metro Vancouver           | Regular         |                        |
| Sardis Bottle Depot Ltd.                                | Chilliwack        | Fraser Valley             | Bulky & Regular |                        |
| Scotch Creek Bottle Depot                               | Scotch Creek      | Columbia Shuswap          | Regular         |                        |
| Scott 72 Bottle & Return-It Depot                       | Surrey            | Metro Vancouver           | Regular         |                        |
| Scott Road Bottle Depot Ltd.                            | Surrey            | Metro Vancouver           | Regular         |                        |
| Semiahmoo Bottle Depot                                  | Surrey            | Metro Vancouver           | Bulky & Regular |                        |
| Seven Mile Landfill and Recycling Centre                | Port McNeill      | Mt. Waddington            | Bulky & Regular |                        |
| Sherwoods Auto Parts                                    | Port Alberni      | Alberni Clayoquot         | Bulky           |                        |
| Sicamous Refuse Disposal Facility                       | Sicamous          | Columbia Shuswap          | Regular         |                        |
| Skimikin Refuse Disposal Facility                       | Tappen            | Columbia Shuswap          | Regular         |                        |
| Sorrento Bottle Depot                                   | Sorrento          | Columbia Shuswap          | Regular         |                        |
| South Thompson Eco Depot                                | Pritchard         | Thompson Nicola           | Regular         |                        |
| South Van.Bottle Depot (Zims) Ltd.                      | Vancouver         | Metro Vancouver           | Regular         |                        |
| Sparwood Transfer Station                               | Sparwood          | East Kootenay             | Bulky           | New - December         |

| Collection Facility                           | City           | Regional District         | Depot Type      | Change in 2019                              |
|---|----------------|---------------------------|-----------------|---|
|   |                |                           |                 | 02, 2019                                    |
| Stewart Landfill                              | Stewart        | Kitimat Stikine           | Regular         |   |
| Sun Coast Waste Services                      | Port Alberni   | Alberni Clayoquot         | Bulky & Regular |   |
| Sunset Coast Bottle Depot                     | Powell River   | qathet                    | Regular         |   |
| Surrey Central Return-It Centre               | Surrey         | Metro Vancouver           | Bulky & Regular |   |
| Surrey Thrift Store (Not Advertised)          | Surrey         | Metro Vancouver           | Regular         |   |
| T2 Market                                     | Oliver         | Okanagan Similkameen      | Regular         |   |
| Terrace Bottle & Return-It Depot              | Terrace        | Kitimat Stikine           | Regular         |   |
| The Battery Doctors                           | Kelowna        | Central Okanagan          | Bulky & Regular |   |
| The Re-Build-It Centre                        | Whistler       | Squamish Lillooet         | Regular         |   |
| Thorsen Creek Recycling Depot                 | Bella Coola    | Central Coast             | Bulky & Regular |   |
| Tie Lake Transfer Station                     | Tie Lake       | East Kootenay             | Bulky           | New - December 02, 2019                     |
| Town Center Mall Recycle Depot                | Powell River   | qathet                    | Regular         |   |
| Trail Bottle Depot                            | Trail          | Kootenay Boundary         | Regular         | Stopped Bulky Collection - January 23, 2019 |
| Tsal'ah Eco Depot                             | Shalalth       | Squamish Lillooet         | Regular         |   |
| Tsawwassen Bottle Depot                       | Delta          | Metro Vancouver           | Regular         |   |
| Ucluelet Bottle Depot                         | Ucluelet       | Alberni Clayoquot         | Regular         |   |
| Urban Impact Recycling (Not Advertised)       | Richmond       | Metro Vancouver           | Regular         |   |
| Valemount Recycling Center & Carwash          | Valemount      | Fraser Fort George        | Regular         |   |
| Vancouver Central Return-It Depot             | Vancouver      | Metro Vancouver           | Regular         |   |
| Vancouver West Bottle Depot                   | Vancouver      | Metro Vancouver           | Regular         |   |
| Venture Bottle Depot                          | Lumby          | North Okanagan            | Regular         |   |
| Venture Training                              | Vernon         | North Okanagan            | Bulky & Regular |   |
| Victoria Thrift Store (Not Advertised)        | Victoria       | Capital Regional District | Regular         |   |
| View Royal Thrift Store                       | Victoria       | Capital Regional District | Regular         |   |
| Village of Gold River                         | Gold River     | Strathcona                | Bulky & Regular |   |
| Walnut Grove Bottle Depot Ltd.                | Langley        | Metro Vancouver           | Regular         |   |
| Wasa Transfer Station                         | Wasa           | East Kootenay             | Bulky           | New - December 02, 2019                     |
| West 4th Avenue Thrift Store (Not Advertised) | Vancouver      | Metro Vancouver           | Regular         |   |
| West Broadway Thrift Store (Not Advertised)   | Vancouver      | Metro Vancouver           | Regular         |   |
| West Van Thrift Store (Not Advertised)        | West Vancouver | Metro Vancouver           | Regular         |   |
| White Rock Return-It Depot                    | Surrey         | Metro Vancouver           | Bulky & Regular |   |
| White Rock Thrift Store (Not Advertised)      | White Rock     | Metro Vancouver           | Regular         |   |
| Wide Sky Disposal Ltd.                        | Fort Nelson    | Northern Rockies          | Regular         |   |
| Willowbrook Recycling Inc.                    | Langley        | Metro Vancouver           | Regular         |   |
| Winfield Return It Centre                     | Lake Country   | Central Okanagan          | Regular         |   |

**APPENDIX C: AUDITED FINANCIAL STATEMENTS**



**CANADIAN ELECTRICAL  
STEWARDSHIP ASSOCIATION**

**FINANCIAL STATEMENTS**

**31 DECEMBER 2019**

**CANADIAN ELECTRICAL STEWARDSHIP ASSOCIATION**  
**Financial Statements**

For the year ended 31 December 2019

**Contents**

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|                                    |        |
|------------------------------------|--------|
| Independent Auditors' Report       |        |
| Statement of Financial Position    | 4      |
| Statement of Changes in Net Assets | 5      |
| Statement of Operations            | 6      |
| Statement of Cash Flows            | 7      |
| Notes to the Financial Statements  | 8 - 14 |



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## INDEPENDENT AUDITORS' REPORT

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To the Members,  
Canadian Electrical Stewardship Association

### Report on the Audit of the Financial Statements

#### Opinion

We have audited the financial statements of Canadian Electrical Stewardship Association (the "Association"), which comprise the statement of financial position as at 31 December 2019, and the statements of changes in net assets, operations and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at 31 December 2019, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

#### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.



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## INDEPENDENT AUDITORS' REPORT - Continued

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### Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- ♦ Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- ♦ Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- ♦ Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- ♦ Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- ♦ Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.



ROLFE, BENSON LLP

CHARTERED PROFESSIONAL ACCOUNTANTS

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## INDEPENDENT AUDITORS' REPORT - Continued

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We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Rolfe, Benson LLP*

CHARTERED PROFESSIONAL ACCOUNTANTS

Vancouver, Canada  
26 May 2020

**CANADIAN ELECTRICAL STEWARDSHIP ASSOCIATION**  
**Statement of Financial Position**  
**31 December 2019**

|   | <b>2019</b>             | <b>2018</b>             |
|---|-------------------------|-------------------------|
| <b>Assets</b>                                     |                         |                         |
| <b>Current</b>                                    |                         |                         |
| Cash  | \$ 1,484,899            | \$ 1,468,058            |
| Accounts receivable (Note 3)                      | 1,080,680               | 1,211,905               |
| GST/HST receivable                                | 204,865                 | 138,238                 |
| Prepaid expenses                                  | <u>25,776</u>           | <u>23,598</u>           |
|   | <b>2,796,220</b>        | <b>2,841,799</b>        |
| <b>Internally restricted investments (Note 4)</b> | <b>13,139,594</b>       | <b>12,036,990</b>       |
| <b>Long-term investments (Note 5)</b>             | <b><u>5,697,938</u></b> | <b><u>6,165,836</u></b> |
|   | <b>\$ 21,633,752</b>    | <b>\$ 21,044,625</b>    |

**Liability**

|  |                            |                            |
|--|----------------------------|----------------------------|
| <b>Current</b>                           |                            |                            |
| Accounts payable and accrued liabilities | <b><u>\$ 1,262,097</u></b> | <b><u>\$ 1,183,876</u></b> |

**Commitments (Note 6)**

**Net Assets**

|  |                          |                          |
|--|--------------------------|--------------------------|
| <b>Unrestricted</b>                                  | <b>7,232,061</b>         | <b>7,823,759</b>         |
| <b>Internally restricted - Reserve Fund (Note 8)</b> | <b><u>13,139,594</u></b> | <b><u>12,036,990</u></b> |
|  | <b><u>20,371,655</u></b> | <b><u>19,860,749</u></b> |
|  | <b>\$ 21,633,752</b>     | <b>\$ 21,044,625</b>     |

APPROVED BY THE DIRECTORS:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

The accompanying notes are an integral part of these financial statements.

**CANADIAN ELECTRICAL STEWARDSHIP ASSOCIATION**  
**Statement of Changes in Net Assets**  
For the year ended 31 December 2019

|  | <b>Unrestricted</b> | <b>Internally<br/>Restricted -<br/>Reserve Fund</b> | <b>Total<br/>2019</b> | <b>Total<br/>2018</b> |
|--|---------------------|---|-----------------------|-----------------------|
| <b>Balance - beginning of year</b>                         | \$ 7,823,759        | \$ 12,036,990                                       | \$ 19,860,749         | \$ 19,883,381         |
| Excess (deficiency) of revenues over expenses for the year | 510,906             | -   | <b>510,906</b>        | (22,632)              |
| Fund transfer - Reserve Fund (Note 8)                      | (1,102,604)         | 1,102,604   | -                     | -                     |
| <b>Balance - end of year</b>                               | <b>\$ 7,232,061</b> | <b>\$ 13,139,594</b>                                | <b>\$ 20,371,655</b>  | <b>\$ 19,860,749</b>  |

The accompanying notes are an integral part of these financial statements.

**CANADIAN ELECTRICAL STEWARDSHIP ASSOCIATION**  
**Statement of Operations**  
For the year ended 31 December 2019

|   | 2019                | 2018                |
|---|---------------------|---------------------|
| <b>Revenues (Note 7)</b>  | <b>\$ 5,993,653</b> | <b>\$ 6,499,595</b> |
| <b>Expenses</b>   |                     |                     |
| Collection, transportation and processing                         | 5,308,766           | 4,910,421           |
| Administration  | 1,321,768           | 1,169,086           |
| Communications  | 495,717             | 473,584             |
|   | <u>7,126,251</u>    | <u>6,553,091</u>    |
| <b>Deficiency of revenues over expenses from operations</b>       | <b>(1,132,598)</b>  | <b>(53,496)</b>     |
| <b>Other income (expenses)</b>                                    |                     |                     |
| Unrealized gain (loss) on market value of investments             | 1,027,799           | (529,612)           |
| Investment income   | 683,170             | 625,031             |
| Investment management fees  | (67,465)            | (64,555)            |
|   | <u>1,643,504</u>    | <u>30,864</u>       |
| <b>Excess (deficiency) of revenues over expenses for the year</b> | <b>\$ 510,906</b>   | <b>\$ (22,632)</b>  |

The accompanying notes are an integral part of these financial statements.



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**CANADIAN ELECTRICAL STEWARDSHIP ASSOCIATION****Statement of Cash Flows**  
**For the year ended 31 December 2019**

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|  | 2019                | 2018         |
|--|---------------------|--------------|
| <b>Cash provided by (used in):</b>                             |                     |              |
| <b>Operating activities</b>                                    |                     |              |
| Excess (deficiency) of revenues over expenses for the year     | \$ 510,906          | \$ (22,632)  |
| Item not involving cash  |                     |              |
| Unrealized (gain) loss on market value of investments          | <u>(1,027,799)</u>  | 529,612      |
|  | <b>(516,893)</b>    | 506,980      |
| Changes in non-cash working capital balances                   |                     |              |
| Accounts receivable  | 131,225             | 555,053      |
| GST/HST receivable   | (66,627)            | (26,638)     |
| Prepaid expenses   | (2,178)             | 10,223       |
| Accounts payable and accrued liabilities                       | <u>78,221</u>       | (44,159)     |
|  | <b>(376,252)</b>    | 1,001,459    |
| <b>Investing activities</b>                                    |                     |              |
| Proceeds on disposal (purchase) of long-term investments - net | 816,997             | (123,727)    |
| Transfer to Reserve Fund                                       | <u>(423,904)</u>    | (428,357)    |
|  | <b>393,093</b>      | (552,084)    |
| <b>Net increase in cash</b>                                    | <b>16,841</b>       | 449,375      |
| <b>Cash - beginning of year</b>                                | <u>1,468,058</u>    | 1,018,683    |
| <b>Cash - end of year</b>                                      | <u>\$ 1,484,899</u> | \$ 1,468,058 |

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The accompanying notes are an integral part of these financial statements.

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**CANADIAN ELECTRICAL STEWARDSHIP ASSOCIATION**  
**Notes to the Financial Statements**  
**For the year ended 31 December 2019**

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**1. Incorporation**

Canadian Electrical Stewardship Association (the "Association") was incorporated under the Canada Corporations Act on 8 March 2010 and commenced operations on 1 October 2011. The Association was issued a certificate of continuance under the Canada Not-for-Profit Corporations Act on 2 August 2012. The Association is a not-for-profit organization and it is not subject to income taxes providing certain requirements are met.

The Association is a Product Stewardship Agency of manufacturers, brand owners and retailers of electrical small appliances, power tools, sewing machines, exercise, sports and leisure equipment, and arts, crafts and hobby devices. The Association's purpose is to assist manufacturers, brand owners and other legally obligated parties (e.g. retailers, importers or distributors) in meeting regulatory requirements to establish end-of-life product collection and recycling programs under the British Columbia Recycling Regulation (Reg. 449/2004, O.C. 995/2004) (the "Regulation").

**2. Summary of significant accounting policies**

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant policies are detailed as follows:

(a) Revenue recognition

Revenue from environmental handling fees ("EHF") is recognized at the time a EHF applicable product is sold by a member of the Association, and the EHF becomes due and payable. EHF are received from registered members which participate in the Association's program. The Association recognizes these fees as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. EHF revenues are recognized as members report and remit them as required by applicable provincial environmental legislation.

Members who join the program after the program's start date are obligated to remit EHF back fees for all products sold from the earlier of the program's start date or the date on which the member started selling designated products. The back fees are recognized as revenue when the amounts are determinable by the Association.

Investment income includes dividend and interest income, and realized and unrealized investment gains and losses. Investment income is recognized as revenue when earned. Unrealized gains and losses on investments are recognized in the statement of operations.

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**CANADIAN ELECTRICAL STEWARDSHIP ASSOCIATION**  
**Notes to the Financial Statements**  
**For the year ended 31 December 2019**

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**2. Summary of significant accounting policies - Continued**

(b) Cash and cash equivalents

The Association's policy is to disclose bank balances under cash and cash equivalents, including bank overdrafts with balances that fluctuate frequently from being positive to overdrawn and term deposits with a maturity period of three months or less from the date of acquisition.

(c) Financial instruments

(i) Measurement of financial instruments

The Association initially measures its financial assets and liabilities at fair value and subsequently measures all of its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

Financial assets measured at fair value include long-term investments and internally restricted investments.

(ii) Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in the statement of operations. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in the statement of operations.

(iii) Transaction costs

The Association recognizes its transaction costs in the statement of operations in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

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**CANADIAN ELECTRICAL STEWARDSHIP ASSOCIATION**  
**Notes to the Financial Statements**  
For the year ended 31 December 2019

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**2. Summary of significant accounting policies - Continued**

(d) Use of estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reported period. Key areas where management has made estimates and assumptions include recognition of accrued liabilities, revenue recognition of EHF and provisions for allowance for doubtful accounts related to accounts receivable. Actual results could differ from these estimates.

**3. Accounts receivable**

|                                 | <b>2019</b>         | 2018         |
|---------------------------------|---------------------|--------------|
| Accounts receivable             | <b>\$ 1,114,909</b> | \$ 1,242,849 |
| Allowance for doubtful accounts | <b>(34,229)</b>     | (30,944)     |
|                                 | <b>\$ 1,080,680</b> | \$ 1,211,905 |

During the year, the Association recorded bad debt expense of \$5,930 (2018 - \$67,127) that have been included in administration expense.

**4. Internally restricted investments**

Internally restricted investments are comprised of assets which have been internally restricted by the Association's board of directors related to the Reserve Fund (Note 8):

|                  | <b>2019</b>          | <b>2019</b>          | 2018          | 2018          |
|------------------|----------------------|----------------------|---------------|---------------|
|                  | <b>Market</b>        | <b>Cost</b>          | <b>Market</b> | <b>Cost</b>   |
| Cash equivalents | <b>\$ 691,575</b>    | <b>\$ 691,575</b>    | \$ 1,085,855  | \$ 1,085,855  |
| Fixed income     | <b>9,098,969</b>     | <b>9,070,972</b>     | 7,378,496     | 7,491,691     |
| Equity           | <b>3,349,050</b>     | <b>2,700,667</b>     | 3,572,639     | 3,384,948     |
|                  | <b>\$ 13,139,594</b> | <b>\$ 12,463,214</b> | \$ 12,036,990 | \$ 11,962,494 |

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**CANADIAN ELECTRICAL STEWARDSHIP ASSOCIATION**  
**Notes to the Financial Statements**  
For the year ended 31 December 2019

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**5. Long-term investments**

|                  | <b>2019</b>         | <b>2019</b>         | 2018         | 2018         |
|------------------|---------------------|---------------------|--------------|--------------|
|                  | <b>Market</b>       | <b>Cost</b>         | Market       | Cost         |
| Cash equivalents | \$ 303,796          | \$ 303,796          | \$ 439,814   | \$ 439,814   |
| Fixed income     | <b>4,185,650</b>    | <b>4,159,982</b>    | 4,095,988    | 4,182,625    |
| Equity           | <b>1,208,492</b>    | <b>1,004,033</b>    | 1,630,034    | 1,605,003    |
|                  | <b>\$ 5,697,938</b> | <b>\$ 5,467,811</b> | \$ 6,165,836 | \$ 6,227,442 |

**6. Commitments**

The Association has a lease agreement for its office premises that will expire on 1 April 2021. The minimum annual payments required by the lease are as follows:

|      |                  |
|------|------------------|
| 2020 | \$ 27,600        |
| 2021 | <u>6,900</u>     |
|      | <u>\$ 34,500</u> |

**7. Revenues**

Revenues from EHF's are comprised of the following amounts:

|                            | <b>2019</b>         | 2018         |
|----------------------------|---------------------|--------------|
| EHF revenue - current year | \$ 5,900,454        | \$ 6,492,224 |
| EHF revenue - back fees    | <b>93,199</b>       | 7,371        |
|                            | <b>\$ 5,993,653</b> | \$ 6,499,595 |

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**CANADIAN ELECTRICAL STEWARDSHIP ASSOCIATION**  
**Notes to the Financial Statements**  
**For the year ended 31 December 2019**

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**8. Reserve Fund**

The Reserve Fund has the following purposes:

- (a) To manage the year to year cost of fluctuations in volumes and costs and thereby stabilize recycling fees;
- (b) To cover the costs of winding up the Association by the decision of the members or as a consequence of regulatory change;
- (c) To cover any claims against the Association, its staff or Board of Directors in excess of the Association's insurance coverage;
- (d) To enable the Association to reduce its insurance costs for the management of environmental risk, or any other risk;
- (e) To cover any unusual or extraordinary costs not accounted for in the operating budget;
- (f) To be used in the event that unexpected expenses to drive program collection, awareness or expansion are determined necessary to maintain operations; and
- (g) To meet recovery targets in British Columbia or any other province in which the Association may operate in the future.

The Reserve Fund is internally restricted and transfers to the Reserve Fund are at the discretion of the Board of Directors up to a maximum amount, which is the greater of the cumulative forecasted expenses for the following fiscal year and the cumulative prior year expenses, plus other amounts deemed necessary by the Board of Directors. The Reserve Fund is funded by investments which have been internally restricted by the Association's Board of Directors (Note 4).

The assets in the Reserve Fund consist of investments in cash equivalents, fixed income investments, mutual funds, and equity securities and is independently managed (Note 4). All income earned and expenses paid on those investments are initially reported in the unrestricted fund and then transferred to the Reserve Fund. During the year, \$1,102,604 (2018 - \$15,442) was transferred from the unrestricted fund to the Reserve Fund.

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**CANADIAN ELECTRICAL STEWARDSHIP ASSOCIATION**  
**Notes to the Financial Statements**  
**For the year ended 31 December 2019**

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**9. Financial instruments**

The Association is exposed to various risks through its financial instruments. The following analysis provides a measure of the Association's risk exposure and concentrations at the statement of financial position date, 31 December 2019.

(a) Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Association's main credit risks relate to its cash and accounts receivable. Cash is in place with major financial institutions. Concentrations of credit risk with respect to accounts receivable are limited due to the large number of members. The Association has evaluation and monitoring processes in place and writes off accounts when they are determined to be uncollectible. There has been no change to this risk exposure from the prior year.

(b) Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Association is exposed to this risk mainly in respect of its accounts payable and accrued liabilities. The Association is not exposed to this risk due to its strong working capital position. There has been no change to this risk exposure from the prior year.

(c) Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk.

(d) Currency risk

Currency risk is the risk that fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. Approximately 7% (2018 - 7%) of the Association's investments are denominated in foreign currency. Consequently, some assets are exposed to foreign exchange fluctuations. There has been no change to this risk exposure from the prior year.

(e) Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Association is exposed to interest rate risk on its fixed and floating interest rate financial instruments. Fixed-rate instruments subject the Association to a fair value risk while the floating-rate instruments subject it to a cash flow risk. The Association does not use financial instruments to reduce its risk exposure. There has been no change to this risk exposure from the prior year.

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**CANADIAN ELECTRICAL STEWARDSHIP ASSOCIATION**  
**Notes to the Financial Statements**  
**For the year ended 31 December 2019**

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**9. Financial instruments - Continued**

(f) Other price risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in market. The Association is exposed to other price risk through its long-term and internally restricted investments, which are held in professionally administered funds. These funds are subject to fluctuating returns based on the market and exposed to the risk of market volatility. Risk has been assessed by management and an investment policy adopted to mitigate such market risk. There has been no change to this risk exposure from the prior year.

**10. Subsequent event**

Subsequent to the year end, in January 2020, the World Health Organization declared the COVID-19 outbreak to be a public health emergency. This pandemic has caused an increase in economic uncertainty that has led to volatility in international markets and disrupted business operations around the world. The Association's primary source of revenue is derived from Environmental Handling Fees charged by its members on the sale of approved program products which are dependent on the members' ongoing business operations. Additionally, the Association's operating expenses are largely comprised of the costs of collection, transportation and processing of program products as these are returned to the Association for recycling and proper disposal. At the date of the independent auditors' report, the Association's management has estimated that the current social distancing guidelines will result in reduced revenues of up to 30% and a reduction in total tonnage collected for recycling of approximately 15% as consumers have less access to storefronts and recycling depots. The Association has also taken measures to reduce operating costs during this period. The Association's management anticipates that the impact on year over year revenues, expenses and operations will be minimal once social distancing restrictions are lifted.



**APPENDIX D: INDEPENDENT ASSURANCE REPORT**



## **Independent practitioner’s reasonable assurance report on Canadian Electrical Stewardship Association Annual Report to the Director of Extended Producer Responsibility Programs at the Ministry of the Environment, Government of British Columbia.**

### **To the Directors of Canadian Electrical Stewardship Association**

We have undertaken a reasonable assurance engagement on the following information (the “subject matter”) of Canadian Electrical Stewardship Association (CESA), as detailed in Appendix A and presented in the 2019 Annual Report (the “Report”) to the Director of Extended Producer Responsibility Programs at the Ministry of Environment, Government of British Columbia (“MOE”) as hosted on the CESA website<sup>1</sup> during the period from January 1, 2019 to December 31, 2019:

- the location of collection facilities and any changes in the number and location of collection facilities from the prior year in accordance with Section 8(2)(b) of the British Columbia Regulation 449/2004 Recycling Regulation (the “Recycling Regulation”);
- the description of how recovered product was managed in accordance with the pollution prevention hierarchy in accordance with Section 8(2)(d) of the Recycling Regulation; and
- the total amount of the producers’ product collected for the period from January 1 to December 31, 2019 in accordance with Section 8(2)(e) of the Recycling Regulation.

### **Management’s responsibility**

Management is responsible for preparation of the subject matter in accordance with sections 8(2)(b), 8(2)(d) and 8(2)(e) established in the British Columbia Regulation 449/2004 Recycling Regulation (the “criteria”), as detailed in Appendix A. Management is also responsible for such internal control as management determines necessary to enable the preparation of the subject matter that is free from material misstatement.

### **Our responsibility**

Our responsibility is to express a reasonable assurance opinion on the subject matter information based on the evidence we have obtained. We conducted our reasonable assurance engagement in accordance with the Canadian Standard on Assurance Engagements 3000, *Attestation Engagements Other than Audit or Reviews of Historical Financial Information*.

This standard requires that we plan and perform this engagement to obtain reasonable assurance about whether the subject matter is free from material misstatement.

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<sup>1</sup> The maintenance and integrity of the CESA website (<http://www.electrorecycle.ca/stewards/resources/>) is the responsibility of CESA; the work carried out by PricewaterhouseCoopers LLP does not involve consideration of these matters and, accordingly, PricewaterhouseCoopers LLP accepts no responsibility for any changes that may have occurred to the reported information or criteria since they were posted on the website.



Reasonable assurance is a high level of assurance, but is not a guarantee that an engagement conducted in accordance with this standard will always detect a material misstatement when it exists. The nature, timing and extent of procedures selected depends on our professional judgment, including an assessment of the risks of material misstatements, whether due to fraud or error, and involves examining evidence about management's preparation of the subject matter in accordance with the criteria.

We believe the evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Our independence and quality control**

We have complied with the relevant rules of professional conduct/code of ethics applicable to the practice of public accounting and related to assurance engagements, issued by various professional accounting bodies, which are founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behavior.

The firm applies Canadian Standard on Quality Control 1, *Quality Control for Firms that Perform Audits and Reviews of Financial Statements, and Other Assurance Engagements* and, accordingly, maintains a comprehensive system of quality control, including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

**Opinion**

In our opinion, Canadian Electrical Stewardship Association's subject matter information for the period from January 1, 2019 to December 31, 2019 has been prepared, in all material respects, in accordance with the criteria.

**Emphasis of matter**

We draw your attention to Appendix B, which describes why certain items required by the Assurance Requirements have been excluded. Our opinion is not modified in respect of this matter.

**Purpose of statement and restriction of use and distribution**

The subject matter information has been prepared to report to the MOE Director, Extended Producer Responsibility. As a result, the subject matter information may not be suitable for another purpose.

Our report is intended solely for CESA and the MOE Director, Extended Producer Responsibility, in accordance with the terms of our engagement, and should not be distributed to or used by parties other than CESA and the MOE Director, Extended Producer Responsibility.

*PricewaterhouseCoopers LLP*

Chartered Professional Accountants

Toronto, Ontario  
June 23, 2020

## Appendix A – Results and criteria

- 1. The location of collection facilities, and any changes in the number and location of collection facilities from the previous report as presented on pages 4, 5, 7, 14, 15, 23 and Appendix B of CESA’s 2019 Annual Report to the Director.**

### **Result:**

The number of collection facility locations by December 31, 2019 is 235. During the year, 16 contracted collection sites were added and one collection facilities closed.

Reference: Pages 4, 5, 7, 14, 15, 23 and Appendix B of CESA’s 2019 Annual Report to the Director.

### **Method of Reporting:**

- Reporting Period: January 1st to December 31st annually.
- The number of Collection Facilities is reported on the basis of the number of Collection Facilities that have signed contracts with Product Care Association (PCA) during the reporting year including those that accept “regular” products and/or “very large items”.
- The number of Collection Facilities and the location of each facility are documented in PCA’s Access database. Collection Facilities are entered into the database as of the date of the contract.
- The changes in number and location of Collection Facilities are calculated by summing the Collection Facilities that signed contracts within a given reporting year and those that closed within that year. This value is then compared to the difference in total number of collection facilities reported and the equivalent data from the prior year.

### **Definitions:**

- “Collection Facilities” are centres that have a signed contract as of December 31, 2019 with PCA for the collection of Program Products during the reporting year and may include the following types of centres:
  - Retailers;
  - Recycling Organizations (both for profit and non-profit);
  - Local government recycling centres or transfer stations; or
  - Other associations or businesses.
- “Program Products” are all products included in the program as listed in the currently approved product stewardship plans dated August 7, 2018. CESA defines two streams of products included in the program in sourcing collection facilities: “regular” and “very large items.” Products that are considered “very large items” include treadmills, elliptical trainers, stationary cycling machines (Category 16) and large, free-standing power tools with built-in stands (select products in Category 14). All other products are considered “regular.”

**2. The description of how recovered product was managed in accordance with the pollution prevention hierarchy in accordance with 8(2)(d) of the Recycling Regulation as presented on page 17 and 18 of CESA’s 2019 Annual Report to the Director.**

**Result:**

The contents of Table 6: Percentage of Total Tonnage Processed by Material Commodity in 2019.

| Material Commodity                | Reuse | Recycle | Recovery | Landfill | % of Total Tonnage Processed | Downstream Process                     |
|-----------------------------------|-------|---------|----------|----------|------------------------------|--|
| Ferrous Steel                     |       | X       |          |          | 50.1%                        | Production, Processing, Non-processing |
| Plastics                          |       | X       |          |          | 28.9%                        | Processing, Non-processing             |
| Aluminum                          |       | X       |          |          | 1.6%                         | Production, Processing, Non-processing |
| Wire and Cables and String lights |       | X       |          |          | 4.2%                         | Refining, Non-processing               |
| Copper                            |       | X       |          |          | 2.6%                         | Processing, Refining                   |
| Glass                             |       | X       |          |          | 1.8%                         | Non-processing                         |
| Circuit Boards                    |       | X       |          |          | 2.4%                         | Refining                               |
| Refuse                            |       |         |          | X        | 6.0%                         | Other final disposition                |
| Rechargeable Batteries            |       | X       |          |          | 1.1%                         | Processing, Non-processing             |
| Paper Based Materials             |       | X       |          |          | 0.5%                         | Processing                             |
| Non Rechargeable Batteries        |       | X       |          |          | 0.2%                         | Processing, Non-processing             |
| Heating Oil                       |       | X       | X        | X        | 0.4%                         | Processing, Recovery, Reuse, Landfill  |

Reference: Page 17 and 18 of CESA’s 2019 Annual Report to the Director.

**Method of Reporting:**

- Reporting Period: January 1st to December 31<sup>st</sup>, 2019.
- The downstream material flows are based on information from the Recycler Qualification Program-approved processor’s scope of approved materials and processes documents.
- The expected end of fate of materials are provided by Recycler Qualification Program-approved processors.

**Definitions:**

- The Pollution Prevention Hierarchy includes the following:  
“Reuse” includes any operation by which end-of-life (EOL) products or materials intended for disposal are used again for the same or similar purpose for which they were originally conceived.

“Recycle” includes any operation by which EOL products or materials are reprocessed into new products, materials, or substances (solids, liquids, or gases), whether for original or other purposes, to replace virgin equivalents of that material. This includes biological processes like anaerobic digestion and composting that produce a nutrient amendment.

“Recovery” relates to material or energy recovery. Material recovery is any operation by which EOL products or materials are reprocessed but lose their functionality as a replacement for virgin equivalents of that material, such as fill or landfill cover. Energy recovery is any operation which converts (EOL) products or materials into useable energy in the form of heat, electricity, or fuel but causes them to lose their functionality as a replacement for virgin equivalents of that material. This would include landfill gas capture systems but only for the proportion of inbound material that is biogenic.

“Landfill” includes any products not captured in the three streams above. It is the final destination of EOL products or materials that are deposited under controlled conditions, on or into land, and are covered with soil or other fill materials at regular intervals.

- “End fate” is defined as final processed state of each material commodity before reuse in another product or shipment to landfill.

### **3. The total amount of the producer’s product sold and collected and the recovery rate as presented on pages 4, 5, 19 and 20 of CESA’s 2019 Annual Report to the Director.**

#### **Results:**

An estimate of 5,449,641 kg of regular CESA products were collected between January 1 and December 31, 2019.

Reference: Pages 4, 5, 19 and 20 of CESA’s 2019 Annual Report to the Director.

#### **Method of Reporting:**

- Reporting Period: January 1st to December 31<sup>st</sup>, 2019.
- Quantification of Product Collected is based on an estimated portion of the weight of “regular” products collected at the Collection Facilities.
- These reports are generated by the primary processor(s) who receive comingled CESA Program Products and Program Products from another program (LightRecycle) in addition to other waste.
- The estimate of CESA’s portion of the collected material is based on monthly sample reports of collection material processed by each processor. The sampling data received from each processor was extrapolated to determine the proportion of CESA products collected versus the proportion of LightRecycle products collected in each particular month. This percentage is applied to the weight of every pick-up from contracted collection facilities during that month.
- The “other waste” is included in the total weight being split between the two programs as the program retains responsibility for disposing of it.
- These collected weights, now adjusted for LightRecycle tonnage, are then summed to provide the total weight of CESA products collected, as reported by the program’s consolidation facilities, by Regional District, or for the province as a whole.
- “Very large items” are not managed through the program’s recycling process and are therefore not included in the total weight of Product Collected or the breakdown of collection by region.
- The majority of collection facilities submit monthly unit-based tracking forms to PCA with the number of very large products collected but not their weights.
- Products Collected are reported by weight broken down by region (based on location of Collection Facility).

- If the conversion of weight to units is conducted, conversion factors used for converting weight to number of units are based on industry provided information per fee category.

**Definitions:**

- “Program Products” are all products included in the program as listed in the currently approved product stewardship plans dated August 7, 2018. CESA defines two streams of products included in the program in sourcing collection facilities: “regular” and “very large items.” Products that are considered “very large items” include treadmills, elliptical trainers, stationary cycling machines (Category 16) and large, free-standing power tools with built-in stands (select products in Category 14). All other products are considered “regular.”
- “Product Collected” is the amount of all regular Program Products collected at Collection Facilities in British Columbia.

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## **Appendix B - Exclusions**

CESA has not reported the recovery rate for the year in accordance with 8(2)(e) of the Recycling Regulations for the year ended December 31, 2019 as the approved stewardship plan does not outline the requirement to report recovery rates. If the stewardship program does not report a recovery rate in the approved plan, assurance for producers' product sold data is not required as outlined in the Assurance Requirements.

CESA has not reported its performance for the year in relation to approved targets in their approved stewardship plans under 8(2)(b), (d) and (e) in accordance with 8(2)(g) of the Recycling Regulation for the year ended December 31, 2019 as CESA is not required to report this to the Director as there are no targets set in the approved stewardship plan for these sections applicable to the reporting year.